

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, JULY 11, 2018

REGIONAL PLANNING COMMISSION MEETING ROOM
124 NORTH PROSPECT STREET
RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. PUBLIC HEARING – 2019 REGIONAL PLANNING COMMISSION BUDGET

III. *APPROVAL OF JUNE 13, 2018 MEETING MINUTES

IV. SUBDIVISIONS

- *1. Replat and Variance in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant (Approval of an Extension of Time Until September 12, 2018)
- *2. Replat of Sublot 17-R in the "Milford Estates" on New Milford Road, Lot 33 in Randolph Township, Larry and Nancy Francis, applicant
- *3. Replat of Sublots 32 - 34 of Block "I" in the "McElrath Park Allotment" on Terrill Street, Lot 11 S.D. and 12 S.D. in Ravenna Township, Xylon Purkiss on behalf of Habitat for Humanity, applicant
- *4. Replat of Sublots 799 and 844 – 848 in the "Labelle Heights Allotment" on Newton Falls Road and Niles Avenue, Lots 14 and 21 in Paris Township, Diamond Title on Behalf of James Davis
- *5. Replat of Sublots R-19 and R-20 of Block "C" in the "M. Tapper State Road Allotment No. 2" on Joshua Point, Lot 22 in Rootstown Township, Mike and Keri Hendrix, applicant

V. ZONING

- *1. Freedom Township Text Amendment Re: Enforcement of the Resolution; Residential Building Heights; Purpose - Planned Residential Development; LI Industrial District, Addition of Conditionally Permitted Uses

**Needs Action*

- *2. Shalersville Township Rezoning from LI-D, Light Industrial to R-2, Residential District on infirmary Road.

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. June 2018 Work Program Report
- 2. June 2018 CDBG Report

B. FINANCE

- *1. June 2018 Financial Statements
- *2. 2016 – 2017 Regional Planning Commission Audit Report
- *3. 2019 Budget for the Portage County Regional Planning Commission (Resolution #18-07)
- *4. Set Minimum Bid Price for 122, 124, 126 and 128 North Prospect Street, Ravenna, (Resolution No. 18-08)

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, August 8, 2018 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

IX. ADJOURNMENT

RPC REVENUE FOR 2019 BUDGET

Rental Income	\$	-
RPC Membership Dues	\$	224,413
Subdivisions	\$	12,500
IGR's	\$	100
Copies/Misc/Over Hours	\$	1,000
PCC Contracts	\$	118,600
Contracts	\$	2,000
Refunds/Reimbursements	\$	-
General Fund	\$	-
TOTAL REVENUES	\$	358,613

Breakdown of RPC Revenue

Rental Income		
122 N Prospect		-
126 N Prospect		-
128 N Prospect		-
USDA (1) office		-
Rentals	\$	-
Dues	\$	224,413
Other Revenue		
Subdivision Fees		12,500
IGR Fees		100
Copies/Misc/Overhours		1,000
Total Other Misc Revenue	\$	13,600
Contracts		
Critical Infrastructure Grant		10,000
PC Septic System Program		20,000
Countywide Master Plan		40,000
CHIP Fair Housing		2,000
BF 18 Admin		43,600
BF 18 Fair Housing		5,000
		-
		-
Total Contracts	\$	120,600
Reimbursement/Refunds	\$	-
General Fund	\$	-
TOTAL REVENUE	\$	358,613
Estimated		
Unencumbered Beginning Balance		12,500
TOTAL REVENUE PLUS BALANCE	\$	371,113
	\$	371,112.95

2019 BUDGET NOTES
Revenue

- ◆ **Membership Dues – 2¢ increase**

2019 BUDGET NOTES
Expenditures

- ❖ Salaries -
 - No salary increases
- ❖ Fringes - PERS 14.00%
 - Medicare 1.45%
 - Workers Comp 2%
 - Health Ins-8% Increase
- ❖ Insurance - property and employee blanket bond \$356.00 paid every 3 years (Paid 2016) due again in 2019
- ❖ Telephones - \$1,600
- ❖ Prof/Tech Services –
 - ESRI license
 - Computer Consultant
- ❖ Advertising –
 - Budget ad for fiscal year 2019
- ❖ Dues –
 - County Planning Directors Association
 - American Planning Association (if funds are available)
 - Portage County Township Association
- ❖ Periodicals / Publications/Misc books/Magazines/Journals
- ❖ Supplies
- ❖ Postage
- ❖ Photocopying/Printing
- ❖ Travel/training
- ❖ Equipment
- ❖ Rentals –
 - Copier $\$242.86 \times 12 = 2,914.32$ (rental cost only)
 - Postage Meter \$600 (approx annual cost)
- ❖ Legal Services

RPC Expenditure Worksheet for 2019 Budget

Salaries		
Full Time		
Director	\$	87,526
GIS Specialist Planner	\$	-
CDBG Specialist	\$	35,630
Office Manager	\$	41,600
Community Planner	\$	41,995
Grant Writer	\$	-
Total Full Time	\$	206,752
Part Time Administrative Assistant	\$	-
	\$	-
Total Part Time	\$	-
Total Salaries	\$	206,752
	\$	206,752
Fringe Benefits		
PERS	\$	28,945
Medicare	\$	2,998
Workers Comp	\$	4,135
Health Insurance	\$	66,348
Retirement/Termination Payoff	\$	-
Total Fringe Benefits	\$	102,426
	\$	102,426
TOTAL SALARIES & FRINGES (300000)	\$	309,178
	\$	309,178

Contracted Services	
Contracts	
Legal Counsel	\$ 10,000
Internet Service	\$ -
	\$ -
Total Contracts	\$ 10,000
Travel/Training	\$ 3,000
Dues	\$ 590
Utilities	
Ohio Edison	\$ -
East Ohio Gas	\$ -
City of Ravenna (water/sewer)	\$ -
Snow Removal	\$ -
Lawn Care	\$ -
Water (Culligan's)	\$ -
Trash removal	\$ -
Total Utilities	\$ -
Advertising	\$ 300

Telephone	\$	1,600	
Maint/Custodial Contract	\$	-	
Postage	\$	1,600	
Repairs	\$	-	
Equipment Rental (copier, postage meter)	\$	3,550	
Prof & Tech Services			
Computer Services	\$	1,200	
ESRI License x1	\$	2,528	
	\$	-	
Total Prof & Tech Services	\$	3,728	
Periodicals/Publications	\$	400	
Audit Services	\$	-	
Insurances (Bldg & Bonds)	\$	356	
Total Contracted Services (400000)			\$ 25,124
Supplies and Materials			
Supplies	\$	3,500	
Photocopying/Printing	\$	2,200	
Total Supplies and Materials (500000)	\$	5,700	
Equipment	\$	-	
Total Supplies/Equipment (500000)	\$	-	\$ 5,700
Total Building Improvements (600000)	\$	-	
Total Capital Reserve	\$	-	\$ -
Total Debt Service (800000) 1 full payment	\$	-	\$ -
GRAND TOTALS	\$	339,646	\$ 340,002

**Minutes
Portage County Regional Planning Commission
June 13, 2018**

Portage County Regional Planning Commission dated June 13, 2018 at 4:35 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Randolph Twp., Victoria Walker	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano
Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski	PARTA, Frank Hairston
Windham Vill., Deborah Blewitt	Water Resources, Gene Roberts	
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Kerrigan Alternate, Jim Greener		

Alternates Present:

Franklin Twp., Joe Ciccozzi

Staff Present:

T. Peetz	E. Beeman	L. Reeves	A. Craft
G. Miller			

Members Absent:

Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm	Suffield Twp., Adam Bey
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	
Soil & Water, James Bierlair		

Public Present

Rich Costin	Scott Wallenhorst	David Garnier
Robert Bossow	John Macik	Mary Organ
Ellen Walsh		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF MAY 9, 2018 MEETING MINUTES

The May 9, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by F. Hairston. Motion carried with 22 Yeas

CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS – J. DiPaola

J. Paulus made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Tom Smith, Vice Chairman, Jim Beal, Sandy Nutter; Deborah Blewitt and Allan Orashan. J. Greener seconded the motion. Motion carried with 22 Yeas.

SUBDIVISIONS

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC. – T. Peetz

The applicant is requesting approval of a commercial/industrial mix subdivision along the Western boundary Brimfield Township. The property was originally the location of the Maplecrest Golf Club. A new road, called Maplecrest Parkway will be platted including seven sublots.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 23 Yeas.

Replat and Variance for the Replat in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant – T. Peetz

A motion was made by F. Hairston to approve an extension of time until July 11, 2018. Motion seconded by R. Gano. Motion carried with 23 Yeas.

Replat of Sublots 4, 5, 6 and 22, 23, 24 in Block "N" in the "McElrath Park Allotment" on Sumner Street and McElrath Avenue, Lot 11 and 12 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – Report presented by T. Peetz

This was last presented at the April 11, 2018 RPC Meeting. The replat has since been revised to only reflect the sublots being combined that had sewer available.

Staff recommends approval of the replat as presented. A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Greener. Motion carried with 23 Yeas.

Replat of Blocks D-R and the Addition of the Speedway Block "Q" in the "Brimfield Crossings Subdivision" on State Route 43 , Lots 32 and 33 in Brimfield Township, Speedway, LLC., applicant

A motion was made by S. Bennett to approve an extension of time until August 8, 2018. Motion seconded by J. Greener. Motion carried with 23 Yeas.

Replat of Sublots 19 and 20 in the "Brady Lake United Methodist Church Land Allotment" on West Shore Drive, Lot 39 in Franklin Township, William T. Bush, applicant – Report presented by T. Peetz

The applicant is proposing to combine two sublots into one lot in order to construct a single-family home on it. The sublots are located on the northwest side of Brady Lake on West Shore Drive.

The lot combined does not meet zoning however it does bring the lot more into conformance.

Staff recommends approval of the replat as presented. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 23 Yeas.

Replat of Sublots 55 and 56 in the "Strong Allotment" on Youngstown Avenue, Lot 2 in Deerfield Township, Roman Swerdan, applicant – T. Peetz

The applicant is requesting approval to combine two lots into one in order to allow a garage to be built.

The FEMA Flood Insurance Rate Map showed the replatted parcel to be in the 100-year flood zone and will require compliance with the Portage County Flood Plain/FEMA Regulations.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. D. Blewitt made a motion to follow staff recommendation. Motion seconded by F. Hairston. Motion carried with 23 Yeas

Replat of Sublot 17-R in the "Milford Estates" on New Milford Road, Lot 33 in Randolph Township, Larry and Nancy Francis, applicant

The applicant is requesting approval to combine two lots into one lot. The parcel is undeveloped at this time.

The site will need to be evaluated for a septic system and obtain Health Department approval. Hydric soils were identified on the site which may make it difficult locating a septic system.

Staff is recommending an extension of time until July 11, 2018 in order to allow time for the applicant to obtain Health Department approval. A motion was made by S. Bennett to approve an extension of time until July 11, 2018. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Replat of Block BR-7 in the "Wintergreen Point Subdivision" on Green Hill, Lot 43 in Rootstown Township, Roots-1, LLC., applicant – Report presented by T. Peetz

The applicant is requesting approval to create 12 lots (Lots 88 – 99) from Block BR-7. The Replat also includes open space that connects to Rootstown Road to the east.

There is water and sewer available to the lots. The replatted lots meet zoning requirements. There were no physical limitations identified for this site.

There were no corrections needed to the replat. Staff recommends approval of the replat as submitted. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by F. Hairston Motion carried with 23 Yeas.

Replat of Sublots 22-R and 19 of Block "Q" in the "McElrath Park Allotment" on Terrill Street, Lot 11 S.D. in Ravenna Township, John C. Macik, Jr., applicant – Report presented by T. Peetz

The applicant is requesting to combine six sublots to create two buildable lots.

There is water and sewer available to the lots.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. F. Hairston made a motion to follow staff recommendation. Motion seconded by F. Hairston. Motion carried with 23 Yeas

Replat of Sublots 32 – 34 of Block "I" in the "McElrath Park Allotment" on Terrill Street, Lot 11 S.D. and 12 S.D. in Ravenna Township, Xylon Purkis on Behalf of Habitat for Humanity

A motion was made by V. Kline to approve an extension of time until July 11, 2018. Motion seconded by R. Patrick. Motion carried with 23 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by T. Peetz

When Brady Lake Village dissolved it became part of Franklin Township. Part of the process of being situated in Franklin Township was to designate zoning to the area. Brady Lake Village had its own zoning. The Township worked with Regional Planning to review the former Brady Lake Village zoning designations and compare them to Franklin Township. Brady Lake Village had four zoning designations R-1, R-2, R-3 and C-1. When compared those designations to the Township they were similar. What was suggested was to call the existing areas R-1B, R-2B, R-3B and C-1B.

Franklin Township also inherited village owned property, which included the Village Hall, the old village hall, fire station and a community park. The Township also received the responsibility of fixing several of the roads that were in disrepair. The property owned by the Village was all zoned C-1 Commercial and for the most part were not in locations that are prime for commercial. An R-1/C-1 zoning classification was created that would allow for residential development or commercial development.

Amendment No. 1

Franklin Township is proposing to create the following new sections:

- Section 311.00, R-1B, Low Density Residential, Brady Lake District
- Section 312.00, R-1/C-1, Mixed Use Low Density Residential, Local Commercial District
- Section 314.00, R-2B, Medium Density Residential, Brady Lake District

- Section 316.00, R-3B, High Density Residential, Brady Lake District
- Section 321.00, C-1B, Local Commercial, Brady Lake District

Staff recommends approval of the proposed amendment.

Amendment No. 2

Franklin Township has two mixed use districts, C-1/I-1 and I-2/C-2. The Zoning Commission created regulations for these mixed use districts by melding the two separate district regulations, keeping the integrity of each district. If a building project was to be truly mixed use within one structure, then the most restrictive of either part of the code would be applied.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Franklin Township corrected a few inconsistencies in language and references in Chapter 3.

Staff reviewed the inconsistencies and felt the proposed changes were minor, provided better guidance and corrected poor grammar. Staff recommends approval of the proposed amendment.

Amendment No. 4

The Franklin Township Zoning Map needs to be updated to be consistent with the proposed zoning designations. The changes on the map reflect the addition of the former Brady Lake Village.

Staff recommends approval of the proposed amendment.

A motion was made by V. Kline to approve the amendments as presented. Motion seconded by R. Gano. Motion carried with 24 Yeas.

EXECUTIVE COMMITTEE

Work Program

May, 2018 Work Program Report

Todd presented the April 2018 Work Program Report.

- Franklin Township – Amendments that will include Brady Lake Zoning in their Zoning Resolution will be presented at the June RPC.
- Garrettsville Village – A Nature Works Grant was submitted was submitted in June.

- Hiram Village – Worked with consultant on a possible Critical Infrastructure Grant, however it was decided to go after other funding.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – A Nature Works Grant was submitted in June.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff met with the Planning Commission on May 22, 2018 to discuss their Land Use Plan. Staff will be attending their next meeting in June. The draft for a contract to do a bike plan was finalized.
- Ravenna Township – Staff is working with them on their JEDD and also will be meeting with their Planning Commission this month to talk about the changes proposed in the zoning resolution.
- City of Streetsboro –A Master Plan Community Meeting was held on May 3, 2018 for the update to their Master Plan. Staff met with the Master Plan Community Meeting on May 17, 2018 and the next meeting will be held on June 28, 2018.
- Suffield Township – Todd said the next meeting with the Planning Commission meeting will be held on June 20, 2018 related to their Land Use Plan.

Portage County Land Reutilization Corporation (Land Bank) – The next meeting will be held on July 9, 2018 at 1:00 p.m. at the Neighborhood Development Services office.

- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have two new applicants and we are anticipating up to 15 more from the P.C. Health Department later in June.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – The only component left to complete is the website. We are combining financial resources from another grant for the creation of the website. The grant has been extended to December 31, 2018.
- Local Government Innovation Fund – Marketing and Branding (Planning) Grant – An open meeting to discuss with communities is being scheduled soon.

May, 2018 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Installation of the elevator has been completed by Canton Elevator; however, the Township needs to have the required fire alarm/elevator monitoring devices installed and the contractor will need to complete the punch list items for the lobby. Once the work is completed, the contractor will contact the State to request the inspection.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

All work has been completed.

Neighborhood Facilities/Community Center (Mantua Center School Elevator Lobby)

Construction has been completed. The architect has inspected the work and the contractor is working on completing the items that were on the punch list.

Neighborhood Facilities/Community Center (Adult Day Services)

The specifications are being prepared for the RFP.

Public Facilities (Ravenna City Sidewalks)

All work has been completed.

2018 Community Development Allocation Grant

The Commissioners received and selected the following proposals to be included in the CDBG Allocation Grant:

#	Agency/Organization	Grant Amount	Other Funds	Project Description
1	Portage Private Industry Council	\$77,400	\$4,100	Run a waterline that will enable the Ravenna Head Start Facility to provide services to children and families in both Head Start and Early Head Start.
2	City of Ravenna	\$133,300	\$6,710	Replace 565 linear feet of 49-year old deteriorated concrete roadway between Franklin Street and North Diamond Street.
3	Family & Community Services	\$85,000	\$5,000	Replace 80-ton Trane Chiller system that provides air conditioning at 705 Oakwood Street, Ravenna.
4	Coleman Professional Services	\$38,100	0	4155 State Route 14, Edinburg: Remove and replace carpeting from the living area and the bedrooms, Replace kitchen sink and faucet, Replace dishwasher, Replace hot water heater, replace tub/shower and faucet in both bathrooms, replace bathroom sink, vanity and faucets in both bathrooms,

				<i>replace supply lines and toilets, grab bars, new fans and paint both bathrooms, install grab bars in the showers, Ramp and deck repairs. 5982 Rhodes Road, Franklin Township: Ramp/ Deck repairs</i>
5	Windham Township	\$55,000	0	<i>Demolition and asbestos abatement of an old church located at 10352 Silica Sand Road, Windham Township.</i>
6	Fair Housing	\$10,000	0	<i>Provide Landlord/Tenant information, discrimination complaints, training, posters and brochures will be provided to the residents in Portage County excluding the City of Kent. The Analysis of Impediments will be updated and is due by July 2019.</i>
7	Administration	\$87,200	0	<i>Administration and implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.</i>
TOTAL GRANT REQUEST		\$486,000	\$15,810	

The public hearing was held on June 7, 2018. The grant application is due to the Ohio Development Services Agency, Office of Community Development by 11:59 p.m. on June 15, 2018.

Finance

May, 2018 Financial Statement

T. Smith stated that the Executive Committee reviewed the May, 2018 financial statements and recommends acceptance. R. Patrick made a motion to approve the May, 2018 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

RPC Fee Schedule – T. Peetz

Todd presented the following fee schedule

<u>Review Process</u>	<u>Fee</u>
Exemptions	\$35.00 (No change in fee)
Minor Subdivisions	\$135.00 + \$10.00 \$150.00 + \$25.00/Lot when over 2 lots
*Plat (When No Preliminary Plan Filed)	\$750.00 \$900.00+ \$75.00/Lot
Preliminary Plan	\$750.00 + \$25.00 /Lot \$50.00/Lot
Preliminary Plan Approval Extension	\$80.00 (No change in fee)
*Plat (When Preliminary Plan Approved)	\$1,100.00 (No change in fee)

*Replat	\$390.00 \$400.00 + \$50.00/Lot when over 3 lots
*Exceptional Replat	\$390.00 \$350.00
Variance	\$735.00 (No change in fee)
Intergovernmental Review	\$100.00 (No change in fee)

***Plats and Replat fees include up to 3 extension of times related to reviews (does not include initial extension caused by timing of the submittal). Additional extension of times caused by the applicant will require the following motivational fees:**

- 4th \$100
- 5th \$250
- 6th and each additional \$350

A motion was made by V. Kline to approve the fee schedule as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

OTHER BUSINESS

Shalersville Township Design Guidelines - R. Kotkowski

R. Kotkowski stated that Shalersville Township instituted Design Guidelines and that it has worked real well. Dollar General was the first project. R. Kotkowski said that one of the things that came up was the conditional uses. With their traditional zoning the conditional uses are decided by a variance board. Shalersville Township is going to be looking over their Conditionally Permitted Uses and potentially making some of the Conditionally Permitted Uses Permitted. This way when someone comes to ask to do something new in the township at least they know they are permitted. R. Kotkowski feels that some of their Conditionally Permitted Uses should be moved to Permitted.

J. DiPaola stated that it was recommended that Ravenna Township go through and look at some of the archaic conditionally permitted uses and make them either a permitted use in that area or to move them to another zoning district. The idea is so that the Board of Zoning Appeals didn't have to meet all of the time. The BZA should only have to meet in certain instances. Todd will be at their next meeting on June 20, 2018.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on July 11, 2018 at 4:30 p.m.

DIRECTOR'S REPORT

- Amy Craft will be leaving at the end of the month and has taken a job with Allen County.

- The appraisal on the building came in at \$372,500. The idea is to cover our debt plus the moving expenses. Because the building is in the name of the Portage County Commissioners, the building would have to be put out to bid in order to sell it.

Currently we still owe USDA \$180,000, \$62,000 to the Portage County Commissioners and it is estimated that the move would cost \$3,500.

This was discussed in the meeting with the Executive Committee and it was agreed that the minimum bid should be \$299,000. This is approximately 10 percent less than the appraised value. The Executive Committee said they would like the building to go out to bid ASAP so that we would not be responsible for the debt service payment due in December.

There is still a lease agreement with 1 office being leased by USDA. The lease was renewed in 2015 and is a 3-year lease. In the lease it requires a 90 day notice to withdrawal which means USDA would not have to vacate until February 2019. Todd said he would need to consult with the Portage County Commissioners about it.

ADJOURNMENT

V. Kline made a motion to adjourn the meeting at 5:28 p.m. Motion seconded by J. Paulus.

Minutes approved at the July 11, 2018 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on June 13, 2018 at: 3:00 pm

In Attendance: J. Beal T. Smith J. DiPaola
S. Nutter D. Blewitt S. Bennett

Staff: T. Peetz E. Beeman

Absent: A. Orashan

J. DiPaola opened the meeting at 3:00 p.m. The minutes of May 9, 2018 were presented. T. Smith made a motion to dispense with the reading of the minutes and made a motion to approve the minutes as presented seconded by J. Beal. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 7 subdivision applications were submitted during the month of May 2018 creating 21 new lots.

Brimfield Township

Staff has been working with the township on the Maplecrest Plat as well as Brimfield Crossing.

Franklin Township

Staff has been working with the township on creating new sections in their Resolution due to incorporating Brady Lake Village into their jurisdiction as well as updating the zoning map. It is on today's agenda for review by the entire commission.

Garrettsville Village

Staff helped with the submission of a Nature Works Grant.

Hiram Village

Staff was contacted by the Village that they are in need of a new water tower as it was leaking. Staff contacted their engineering consultant then contacted Ohio Development Services to see if a Critical Infrastructure Grant was a viable answer. It was determined a LMI survey needed to be done. The Village decided to look elsewhere.

Mantua Township

Todd reported Mantua Township officials are moving forward to complete the elevator project.

Palmyra Township

The township is working with Amy in reference to Nature Works and fire protection grants for 2018. Staff submitted an AFG Grant for the township. Amy did submit a Nature Works Grant that was due on June 1, 2018.



Ravenna City

T Peetz reported staff met with the planning commission on May 22nd to discuss the LUP. Staff finalized the future land use map and continue working with them on finalizing the Bike Plan contract as well.

Ravenna Township

Staff is assisting the city and township officials with their newly established JEDD.

Streetsboro City

Todd reported staff held a kick off meeting on March 1st for the update to their Master Plan. Staff attended a master plan review committee meeting on April 19th. A community meeting was held May 3rd. Staff attended another master plan review committee meeting on May 17th. The next master plan review committee meeting is set for June 28th. T. Smith asked how the project was going. Todd stated everything seems to be going well at this point.

Suffield Township

Todd reported a meeting is coming up on June 20th to discuss their LUP.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported staff is working on mapping requests from the land bank. Staff has been working on mapping properties the Land Bank owns, properties that have been demolished and properties that have been sold. This is a tool to be able to show the public accomplishments that have been made. A total of 141 active parcels have been completed to date for the mapping project. It will help with the marketing of the properties going forward. Their annual meeting was April 9, 2018. The next land bank meeting will be July 9, 2018 @ 1:00 at the offices of NDS.

Portage County Storm Water Program

Todd reported there are a minimum of at least 15 more properties forthcoming in 2018. RPC staff met with the Health Department as well as the prosecutor's office to talk about streamlining the process on March 21, 2018. One determination that was brought forward is to have properties that have failing systems that are close to water/sewer transfer over. Staff continues to take applications to help homeowners replace failing systems. S. Bennett asked in relation to the Oakwood Subdivision she heard they could use the septic funds to tie in sewer laterals. T Peetz responded there was discussion with stormwater task force who determined the funds can be used to crush and fill the septic tanks. M. Marozzi stated he would be willing to look at a case by case basis to help with tying into the sewer. Todd stated we did a LMI survey and they did not meet the criteria.

LGIP County-wide Parks and Recreation Collaboration and Co-ordination Plan

Todd reported talking to a web designer who is working with the Park District. The Park District has a RFP out for the web design. This project is 90% complete. An extension has been requested and granted to December 31, 2018.



2015 CDBG Formula Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Ohio Edison has installed the electrical poles as requested by the township. All of the elevator parts have been manufactured. Canton Elevator will start to assemble and install the elevator the first week in August. It is estimated that it will take 5 weeks to complete the installation of the elevator and approximately a week for the general contractor to complete the final work. Due to the timing staff has asked for an additional 2 months to complete the work from the Ohio Department Services. Ohio Department Services approved the request for an additional 2 months to complete the project. The end date for construction will be October 31, 2017. The elevator is operating at this time however it is not ready for state inspection. The township needs to purchase and install an air conditioning unit in the machine room and replace the flooring. Once all issues are addressed and the lobby is completed, the state will be contacted to complete an inspection. There are still punch list items that are being worked out. Todd updated everyone on the problems with finalizing the work on the elevator. The Mantua Township trustees will set up a meeting with the Portage County Commissioners to ask for revolving loan funds to finalize the project by June 30, 2018. J. DiPaola asked if RPC is getting reimbursed for all the additional problems with this project. Todd replied this project is over budget by approximately \$20,000 due to all the problems. J. Beal asked if language would reflect the needed changes from this point going forward. T. Peetz stated yes it will be in the new contract going forward. Todd also stated going forward since the architect is usually the project manager for most projects, the architect should be paid and not be able to just donate their time. The prosecutor's office stated the architect should be on the hook for some of the change orders because the proper information and/or drawings were not given to the contractor. J. DiPaola stated it may be a good time to cut the ties with this project instead of going further into the hole. T. Peetz asked if he should draft a letter to send to the township. J. DiPaola stated yes that would probably be a good idea. Todd reported the letter was sent. The township officials met with the Portage County Commissioners and requested RLF funds be utilized to finish the project. The Portage County Commissioners did grant RLF funds to the township to finish the project.

2016 CDBG Formula Grant

Neighborhood Facilities/Community Center (Windham Community Center)

The Windham Village Community Center needs the following repairs:

- Replace existing failing asphalt roof with a new metal roof system
- Replace all gutters and downspouts
- Replace existing siding and paint exterior
- Add 3 new ADA Compliant exterior decks for ingress and egress
- Add new security lighting

An RFP was sent out for architectural services on March 31, 2017. RFP's are due by 2:30 p.m. on April 19, 2017. A contract was awarded for architectural services on April 25, 2017. Bid opening was held on September 13. Project was awarded by the Portage County Commissioners on September 26, 2017. The contract is in place and a notice to proceed issued. It was anticipated all construction would be completed by the end of January 2018 however



due to inclement weather construction will be completed sometime in March 2018. Construction is complete however; there remains a punch list that will need to be addressed.
ALL WORK IS COMPLETE

Neighborhood Facility/Community Center (Mantua Center School)

Phase 2 will construct a slightly inclined walkway that leads from the handicapped accessible parking spots to the elevator as well as an entrance lobby to the elevator. Without the walkway to the elevator, elderly and handicapped individuals will be prevented from entering the Mantua Township Administration and community building's main building.

Drawings are being prepared and the project will go out to bid by mid-April. The project went out to bid on April 24, 2017. A pre-bid meeting was held on May 1, 2017. Bids are due by 2:30 p.m. on May 12, 2017. Contract was awarded. Construction is underway. The block color has been selected and is anticipated to take approximately 3 weeks for the block to be manufactured and delivered to the site. Construction is nearing completion. Once the installation of the elevator is completed the contractor will complete the interior work in the lobby.

S. Bennett stated this project has been ongoing for some time. T. Peetz stated there have been multiple issues with this project beginning with the BF 15 Formula Grant. Everything from increasing the elevator from a 4-5 person to one that would hold a gurney which not only changed the scope of the project but increased the cost as well. Then a trustee from Mantua Township bid on the project which had conflict issues and caused it to be rebid. Time was lost because of this. J. Beal stated errors found with the electrical system necessitated a change order as well as an increase in cost. The project basically was doubled in cost. J. Beal stated the RPC staff incurred all the extra cost for the changes and had to track and make sure everything was done correctly and to keep the project moving to the tune of \$17,000. Construction is nearing completion. It is anticipated that all construction will be completed by December 11, 2017. Todd reported a water pipe burst from the extreme cold and flooded the elevator shaft. The township is working on resolving the problems. The township must complete the fire suppression and install new wood flooring in the machine room utilizing township funds. An air conditioning unit must be installed to keep the temperature regulated. The architect has put together a punch list of items to be addressed by the contractor. The contractor has completed the punch list items. The architect will do a final walk through to confirm completion.

Neighborhood Facilities/Community Center (Coleman Adult Day Services)

CDBG funds will be used to replace 215 lights of 21 different types located throughout the building, exterior walkways and parking. The specifications are being prepared for the RFP and are anticipated to go out by the end of June 2018.



Fair Housing

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent. There were 3 requests for assistance received in May.

Todd reported the 2018 Community Development Allocation Grant amount for FY 2018-2020 is \$486,000. The Portage County Commissioners made their decision as to which projects will be included in the grant application submission. The Ravenna Head Start needs to run a waterline to provide sufficient and safe water; 565 linear feet of 49 year old deteriorated concrete to be replaced on West Highland Avenue; Home Repairs for 11 developmentally disabled adults; replacement of an 80 ton chiller system that provides air conditioning at 705 Oakwood Street; Asbestos abatement and demolition of an old church in Windham Township. The 2018 CDBG Allocation Grant Public Hearing will be held on June 7, 2018 at 10:30 a.m. on the 7th floor at the administration building in the Commissioner’s meeting room. The grant application is due by 11:59 pm on June 15, 2018.

FINANCE

RPC GENERAL FUND

May 1, 2018 Cash Balance	\$105,649.14
Receipts:	\$ 5,108.70
Expenditures:	\$ 30,974.53
May 31, 2018 Cash Balance	\$ 79,783.31

LGIP Park Plan

May 1, 2018 Cash Balance	\$164.88
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
May 31, 2018 Cash Balance	\$164.88

B-F-16 Formula Grant

May 1, 2018	\$22,556.45
Receipts:	\$ 0.00
Expenditures:	\$ 1,424.13
May 31, 2018 Cash Balance	\$21,132.32



LGIP Branding/Marketing

May 1, 2018	\$12.88
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
May 31, 2018 Cash Balance	\$12.88

May 2018 Financial Statements

E. Beeman presented and reviewed the May 2018 financial statements. A motion was made by J. Beal to approve the May 2018 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by S. Nutter. Motion carried unanimously.

Todd presented a draft of recommended fee schedule changes for discussion. Todd reviewed the changes. Fees that are slated to change are as follows:

	Current	Increase
• Minor subdivisions from	\$135 + \$10/lot	\$150 + \$25/lot
• Plat (no preliminary plan)	\$750	\$900 + \$75/lot
• Preliminary Plan	\$750 + 25/lot	\$750 + \$50/lot
• Replat	\$390	\$400 + \$50/lot over 3 lots
• Exceptional Replat	\$390	\$350.00

T. Smith asked how much revenue this would generate for the RPC. T. Peetz stated no but we could look at that and bring it back to you in June. Todd stated he figured out how much revenue would have been brought in had this schedule been in effect 1/1/18. The additional amount we would have received would be \$975.00. Todd stated we need to make sure all of our fees cover our review cost. We have not increased fees for ten years. Sabrina Bennett made a motion the fee increases would go into effect June 14, 2018 seconded by S. Nutter.

Todd stated Amy Craft has turned in her resignation letter. Her final day is 6/22/18. She has accepted a job offer in Allen County.

Todd stated Jim Griener who is an alternate for Mike Kerrigan has requested he also be an alternate for Mickey Marozzi. Discussion held. The members do not feel he should hold a duplicate alternate position. He needs to adhere to one or the other.

Todd stated we have received a letter from the commissioners indicating if the RPC decides to relocate to the Administration Building there will be no charges for rent, water/sewer, electric or heat, cleaning services or trash removal. S. Bennett stated the commissioners have discussed locating the RPC to the 6th floor of the administration building. Todd reported he has



3 quotes for moving costs ranging from \$2,900 to \$3,600. Todd also mentioned the USDA who rents an office from us has a 3 year fixed rental agreement with a long term ending of 5 years. According to the rental agreement we cannot give notice for rental termination until after November 30, 2018 which would require a 90 days' notice. Todd stated one scenario would be to have the USDA move with Regional Planning to the Administration Building. J. Beal asked if the agreement with USDA could be passed on to the new owner. Todd stated he would have to contact the person at USDA. Todd asked what is the next step to selling the building. S. Bennett stated Todd should contact J. Townend and give her the selling price wanted so they can put it out to bid. Todd asked what the minimum bid should be. The appraisal came in at \$372,500. Sabrina suggested \$299,000. D. Blewitt made a motion to set the minimum bid at \$299,000, seconded by J. Beal. Motion carried unanimously.

Todd brought to everyone's attention the newspaper articles that have been in the Record Courier of late. Todd stated some of the articles are the root cause some employees have left employment with RPC. Discussion held. T. Smith asked how T. Bragg is able to say any county agency is expendable. S. Bennett stated RPC is considered an outside agency and the Portage County Commissioners are not required to fund it. S. Bennett stated any cuts would be made across the board to be fair. Discussion held.

Todd mentioned the Portage County Commissioners would like to have a special meeting to discuss ways to get the word out to communities about available grants. Todd stated the only communities qualified to get critical infrastructure funds would be Windham Village, Windham Township, Ravenna City and Charlestown Township. Anyone else would need to have an income survey done. T. Smith stated where is the information sent? Todd stated it is mailed to all fiscal officers. J. Beal stated you may need an additional contact other than the fiscal officers. Todd asked if anyone wanted to attend the Commissioners meeting on June 28? Jim DiPaola, Tom Smith and Jim Beal stated they would attend.

Todd stated he hired a new planner, Gail Miller to replace Patrick Holland.

There being no further business to come before the Committee a motion was made by J. Beal to adjourn the meeting at 4:30 p.m. Seconded by S. Bennett. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on July 11, 2018

**REPLAT OF SUBLOTS 17-R IN
THE MILFORD ESTATES ON NEW MILFORD ROAD
RANDOLPH TOWNSHIP**

Case No. 18-27
Reviewed By: Todd Peetz
Date Submitted: 5-07-18
Due: 6-07-18 Extension of time until June 13, 2018.

APPLICANT: Larry and Nancy Francis
P.O. Box 68
Randolph OH 44265

REQUESTED ACTION & HISTORY:

The applicant requests to combine two (2) lots into one (1) lot.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the southeast quadrant of Randolph Township. The lots are located on the west side of New Milford Road and north of Dibble Road.

SIZE & ZONING: (Exhibit 2)

	Minimum	17-R
Zoning		R-1 Residential
Min Acreage	2 acres	10.7 acres
Frontage	150 feet	194.2 feet
Width	NA over 10 acres	194.2 feet at road, 499.68 feet in back

Zoning is R-1 Residential.

LAND USE: Site: The parcel is undeveloped at this time.

Surrounding: The area surrounding the replatted lot are zoned R-1 Residential. There are existing residential homes across the street on New Milford a house south and there are houses to the north.

UTILITIES:

Available	18-27
Water	N
Sewer	N
Septic	Required

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There are four (4) soil types associated with this replat which are Frenchtown Fr, Ravenna Silt Loam 0 to 2 percent slopes (ReA), Ravenna Silt Loam 2 to 6 percent slopes (ReB) and Oshtemo Sandy loam 2 to 6 percent slopes (OsB).

- Frenchtown (Fr): Nearly level soil on a undulating silt plain, can have excessive wetness and slow permeability.
- Ravenna Silt Loam 0 to 2 percent slopes (ReA): This soil is nearly level soil on upland flats. The size of these soil areas vary and may have small spots of poorly drained soil.
- Ravenna Silt Loam 2 to 6 percent slopes (ReB): This soil is gently sloping near the heads of drainage ways. Runoff is medium.
- Oshtemo Sandy Loam 2 to 6 percent slopes (OsB): This is a gently sloping soil and irregularly shaped. There are a few spots associated with gravelly Chili Soils, but runoff is slow.

Wetlands: According to the Portage County Wetland Inventory, there is intermittent Frenchtown soil which is associated with hydric soils, but there does not appear to be any wetlands on-site.

Flood Hazard: The FEMA Flood Insurance Rate Map does not show any flood hazard areas on any of the sites.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	18-27
Building Official	Y
Engineering	Y
Health Department	D
Soil and Water	NC
Tax map	Y
Water Resources	Y – No sewer
Randolph Zoning Inspector	Y

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

07/05/18

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following changes must be made for the replat to meet Subdivision Regulations:

- Needs Tax Map approval
- Needs Health Department Approval

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lot meets the zoning requirements.

ANALYSIS: Primary issue for this replatted lot involves combining the acreage in the back to create a 10 acre parcel. There is hydric soil upfront which may have made locating a septic system difficult.

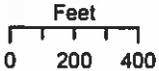
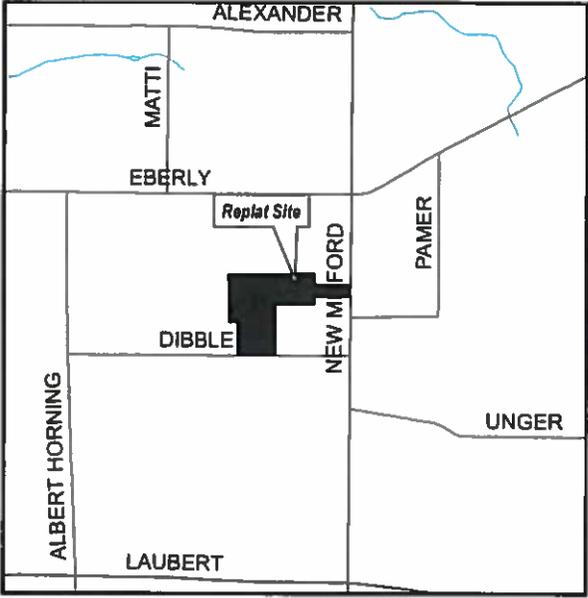
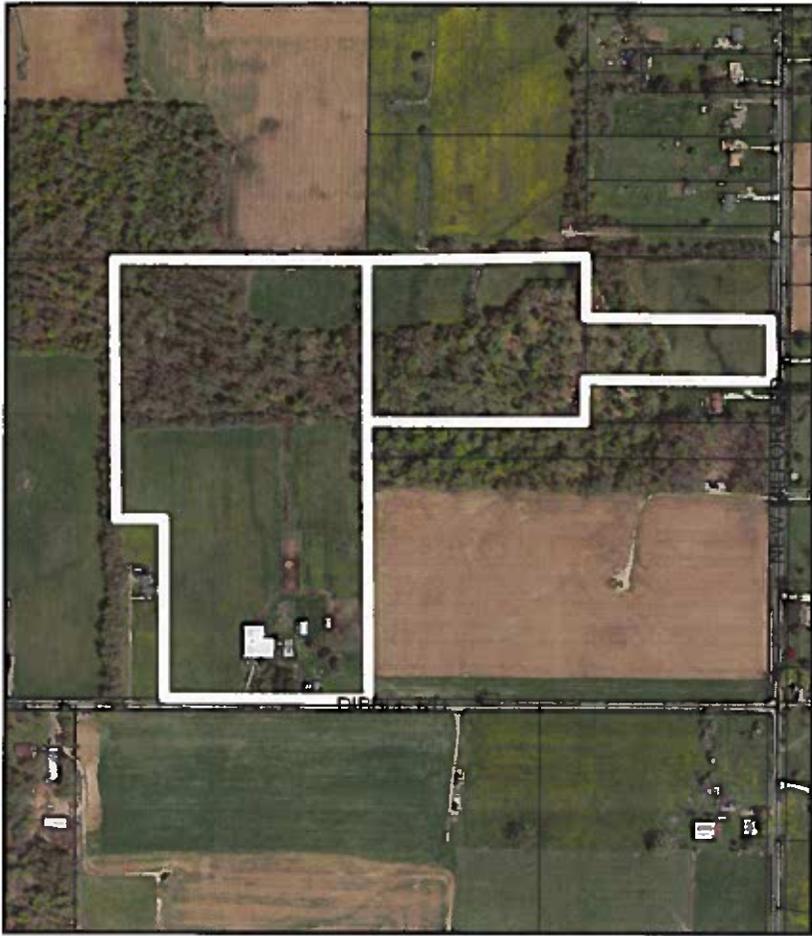
There were hydric soils identified on site, but no other physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval, once the Health Department can confirm the replat is acceptable or approve an extension of time to August 8th to allow the applicant to work with review entities and their concerns.

Exhibit 1

**Replat of Sublot 17-R
Lot 33 Milford Estates**

Randolph Township



**Exhibit 2
Replat**

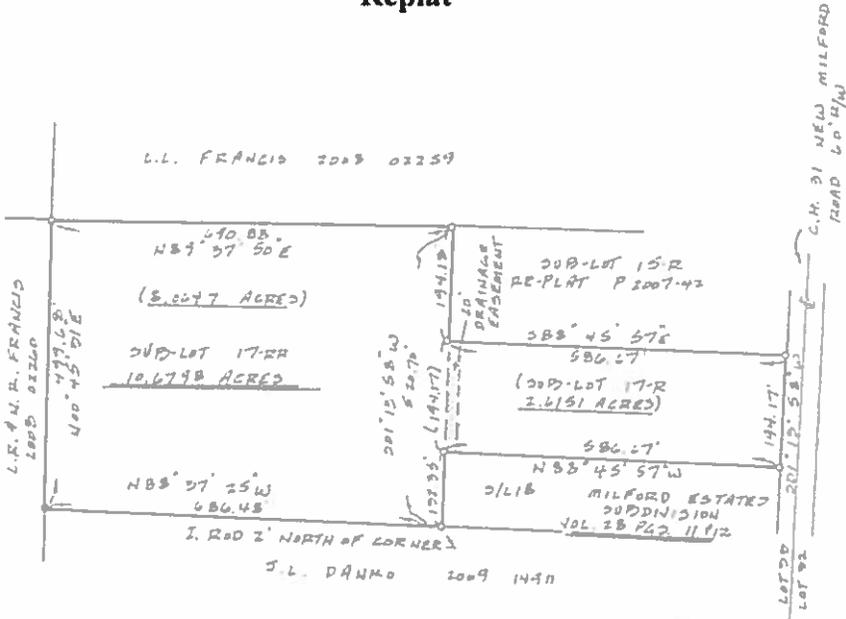
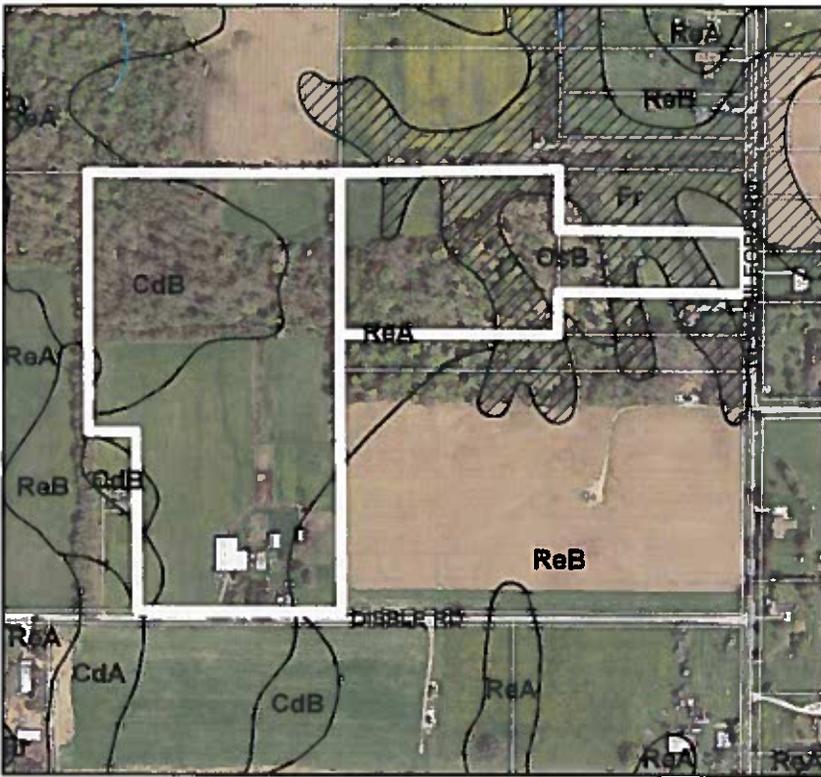


Exhibit 3
**Soils, Wetlands,
 Flood Hazard Areas &
 Priority Conservation
 Areas**

Replat of Sublot 17-R
 Lot 33 Milford Estates

Randolph Township



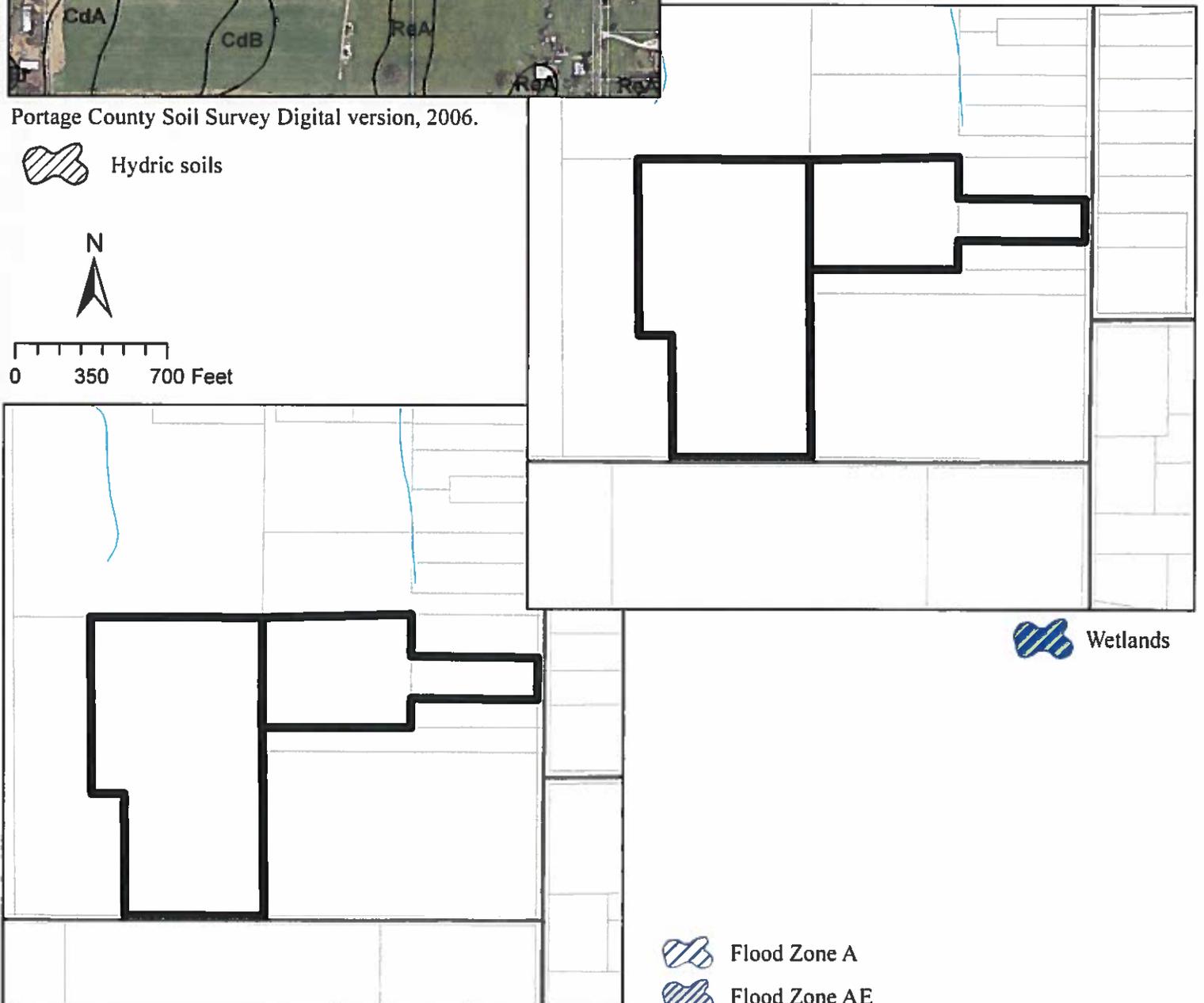
Portage County Soil Survey Digital version, 2006.

 Hydric soils



0 350 700 Feet

Wetlands & Priority Conservation Areas



 Wetlands

 Flood Zone A

 Flood Zone AE

**REPLAT OF SUBLOTS 32-34 OF BLOCK "I" IN
THE McELRATH PARK ALLOTMENT
RAVENNA TOWNSHIP**

Case No. 18-30
Reviewed By: Todd Peetz
Date Submitted: 5-22-18
Due: 6-22-18, Extension of Time to July 11, 2018

APPLICANT: Xylon Purkiss
667 3rd Street
Ravenna, OH 44266

REQUESTED ACTION & HISTORY:

The applicant requests to combine three (3) lots in order to create one (1) buildable lot.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the northwest quadrant of Ravenna Township. The lots are located in the McElrath Park Allotment in the McElrath community.

SIZE & ZONING: (Exhibit 2)

	Minimum	33-R
Zoning		RH
Min Acreage	.2 of an acre	.27 of an acre
Frontage	60 feet	90 feet
Width	60 feet	90 feet

Zoning is Residential High

LAND USE: Site: The parcels are all undeveloped at this time.

Surrounding: The area surrounding the replatted lots are zoned (RH) Residential High. There are existing residential homes on both sides of this property.

UTILITIES:

Available	18-30
Water	Y
Sewer	Y
Septic	NA

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There is one soil type associated with this replat which is Ravenna Silt Loam 0 to 2 percent slopes.

- Ravenna Silt Loam 0 to 2 percent slopes (ReA): This soil is nearly level soil on upland flats. The size of these soil areas vary and may have small spots of poorly drained soil.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be any wetlands on this parcel.

Flood Hazard: The FEMA Flood Insurance Rate Map does not show any flood hazard areas on any of the sites.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	18-30
Building Official	Y
Engineering	Y
Health Department	NC
Soil and Water	NC
Tax map	D
Water Resources	Y
Ravenna Zoning Inspector	Y

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following changes must be made for the replat to meet Subdivision Regulations:

Tax map has a minor correction to the plat.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lot meets zoning requirement.

ANALYSIS: Primary issue for this replatted lot involves combining 3 parcels to meet zoning requirements for 1 parcel and to better utilize the property.

07/05/18

There were no physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval once it meets the requirements by Tax Map, otherwise would recommend an extension of time to allow for the changes to be made.

Exhibit 1

McElrath Park Allotment Block I Sublots 32 - 34 Replat Ravenna Township

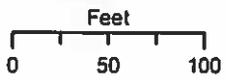
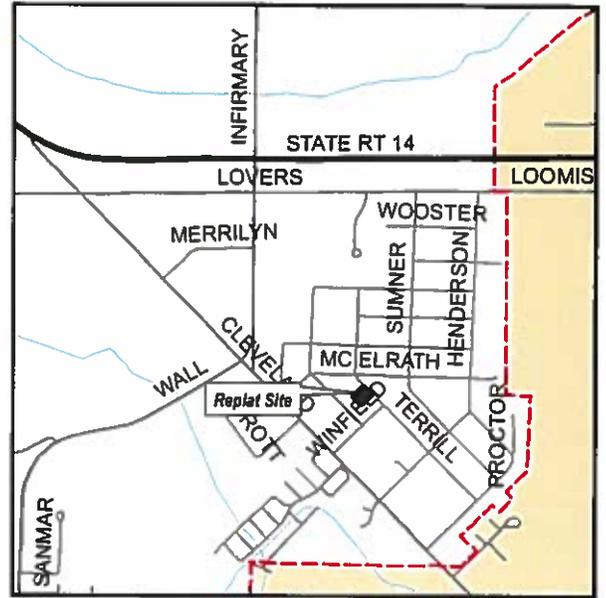


Exhibit 2
Replat

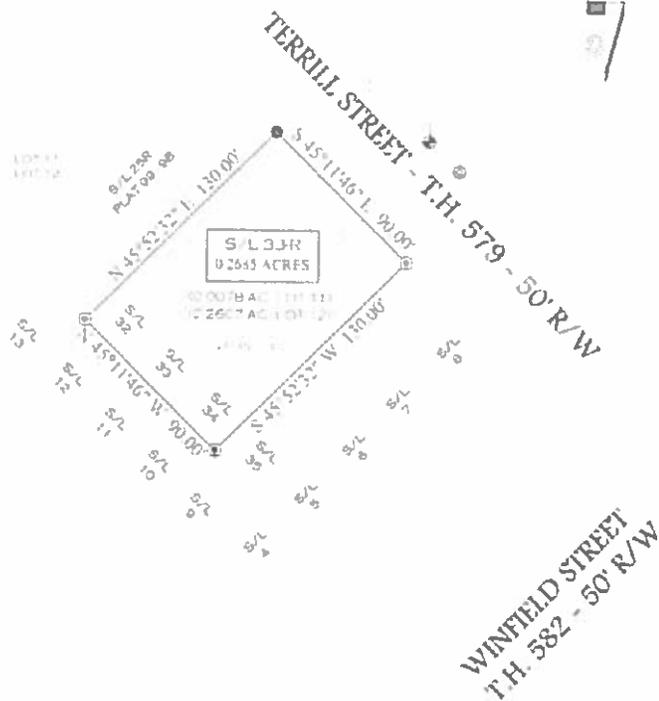


Exhibit 3

Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas

McElrath Park Allotment Block I
Sublots 32 - 34 Replat

Ravenna Township



Portage County Soil Survey Digital version, 2006.

 Hydric soils



0 250 500 Feet

Wetlands & Priority Conservation Areas



 Wetlands



 Flood Zone A

 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

**REPLAT OF SUBLOTS 799 & 844 THRU 848 IN LABELLE HEIGHTS ALLOTMENT
PARIS TOWNSHIP**

Case No. 18-33
Reviewed By: Todd Peetz
Date Submitted: 6-11-18
Due: 7-11-18

APPLICANT: James Davis
4030 SR 43, Suite 201
Kent, OH 44240

REQUESTED ACTION & HISTORY:

The applicant requests approval to enlarge their existing lot by adding 5 adjacent lots. The new lot will be known as R-846. This replat will allow them to put an accessory structure if they so desire on the adjacent lots that they are combining into their primary lot. The lot fronts on Niles Avenue.

See combined aerial of all the parcels together.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the northwest quadrant of Paris Township. The lot is located near Newton Falls Road and in relatively close proximity to the Portage and Mahoning County line.

SIZE & ZONING: (Exhibit 2)

	Minimum Required	R-846
Zoning		R-1
Min Acreage	2 acres	.77 of an acre
Frontage	150 feet	200 Feet
Width	150 feet	200 feet

R-1 Residential

LAND USE: Site: The parcel has a house on it this time.

Surrounding: The area surrounding the replatted lots are zoned (R-1) Residential. There are existing residential homes and undeveloped parcels in the area of the properties.

UTILITIES:

There is no water or sewer available to the property.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There are two soil types associated with these replats which are Mahoning Silt Loam 0-2 percent slope and Mahoning Silt Loam 2 to 6 percent slopes.

- Mahoning Silt Loam, 0 to 2 percent slopes (MgA): This is a nearly level soil in upland areas between drainage ways. Most of these areas are approximately 10 acres in size and usually poorly drained.
- Mahoning Silt Loam, 2 to 6 percent slope (MgB): This soil is gently sloping soil in upland areas. Slopes are generally less than 5%.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be wetlands on any of these parcels.

Flood Hazard: The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	
Building Official	Y
Engineering	Y
Health Department	Y
Soil and Water	NC
Tax map	Y
Water Resources	Y – Requires well and septic
Rootstown Zoning Inspector	NC

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

07/05/18

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

There are no corrections needed.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lots meet zoning requirements.

ANALYSIS: Primary issues for the replatted lots involve creating 1 new lot.

There were no physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 3

Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas

Labelle Heights Allotment
Sublots 799 & 844 thru 848

Paris Township

Wetlands & Priority Conservation Areas



Portage County Soil Survey Digital version, 2006.

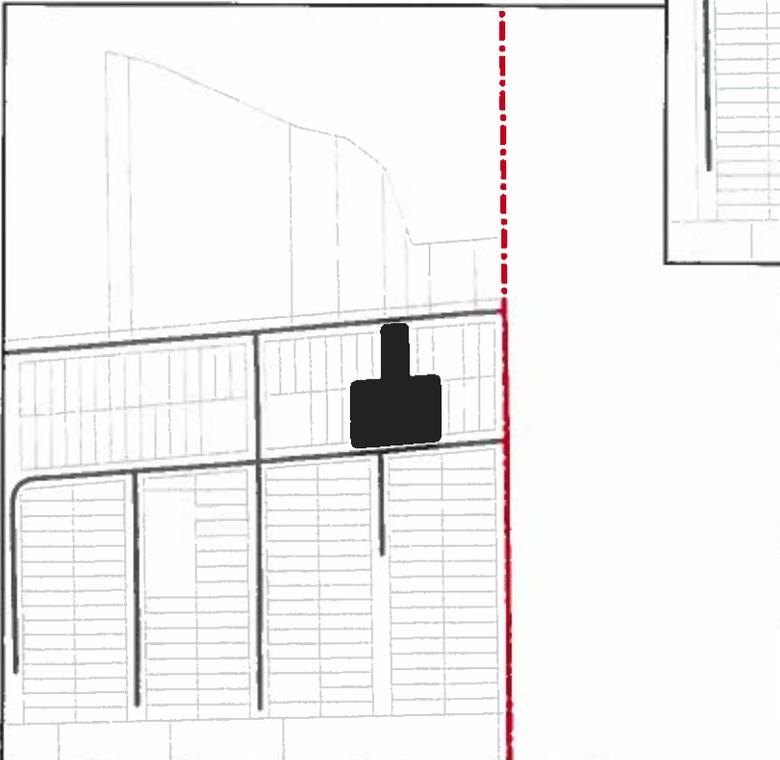
 Hydric soils



0 250 500 Feet



 Wetlands



 Flood Zone A
 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

Exhibit 1

Labelle Heights Allotment Sublots 799 & 844 thru 848 Paris Township

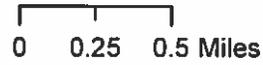
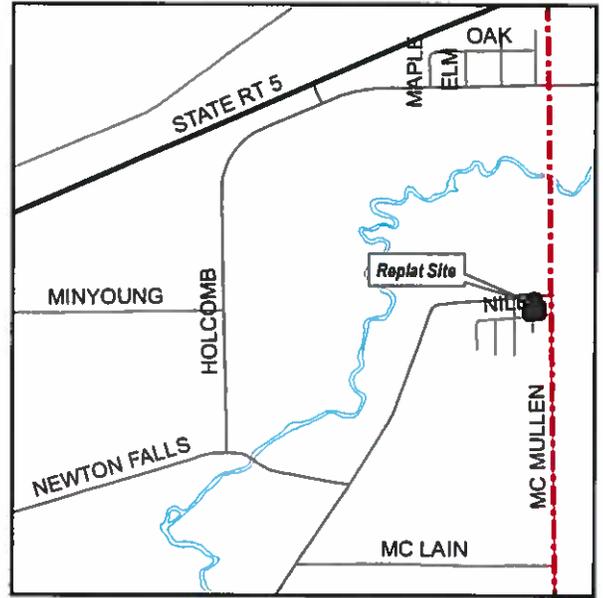
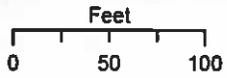
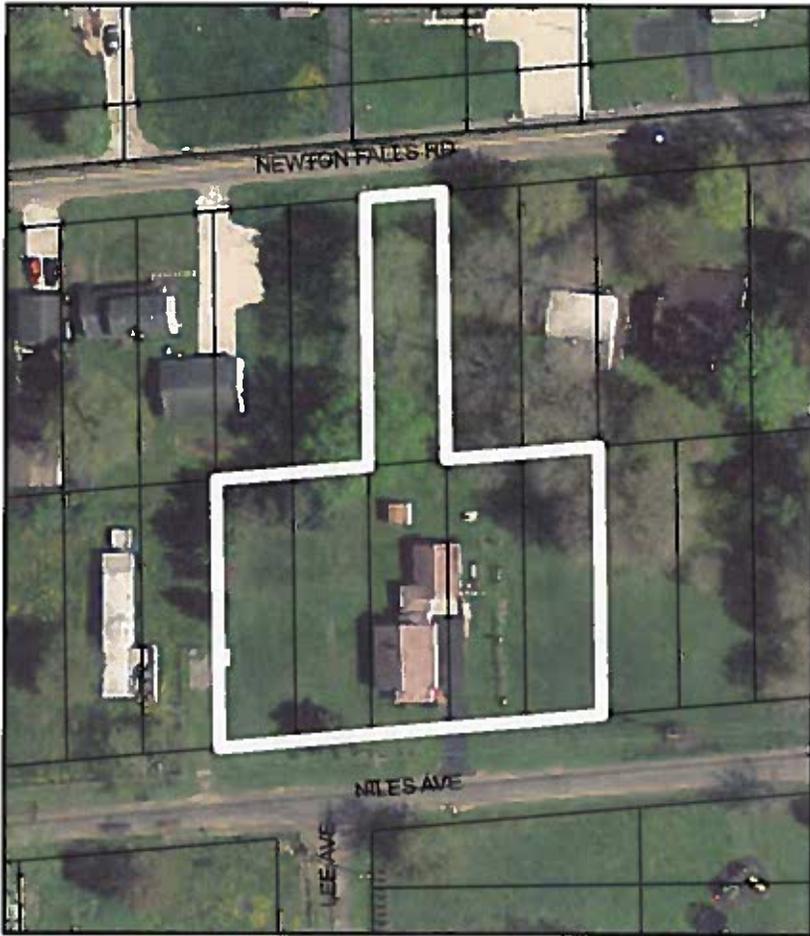
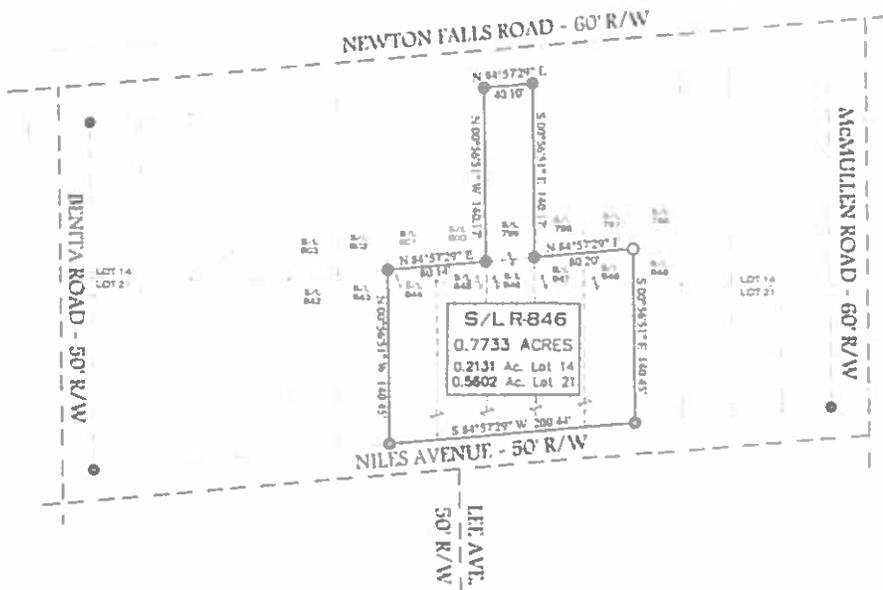


Exhibit 2
Replat



**REPLAT OF SUBLOTS R-19 AND R-20 OF BLOCK "C" IN THE
M. TAPPER STATE ROAD ALLOTMENT No 2
ROOTSTOWN TOWNSHIP**

Case No. 18-32
Reviewed By: Todd Peetz
Date Submitted: 6-11-18
Due: 7-11-18

APPLICANT: Keri and Mike Hendrix
3961 Joshua Point
Rootstown, OH 44272

REQUESTED ACTION & HISTORY:

The applicant requests approval to enlarge their existing lot by adding the lot next door. This replat will allow them to put an accessory structure if they so desire on the adjacent lot that they are combining into their primary lot.

See combined aerial of all the parcels together.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the southeast quadrant of Rootstown Township. The lot is located near Talmadge Road and SR 44 in relative close proximity to the Center of Rootstown Township.

SIZE & ZONING: (Exhibit 2)

	Minimum Required	RR-20
Zoning		R-2
Min Acreage	.31 of an acre	.88 of an acre
Frontage	60 feet	222 feet
Width	80 feet	220 feet

R-2 Single-Family Residential 2/ Planned Residential Zoning.

LAND USE: Site: The parcel has a house on it this time.

Surrounding: The area surrounding the replatted lots are zoned (R-2) Single-Family Residential. There is also Village Commercial just to the north of this parcel. There are existing residential homes and undeveloped parcels in the area of the properties.

UTILITIES:

There is water and sewer available to the properties.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There are two soil types associated with these replats which are Canadice Silt Loam and Caneadea Silt Loam, 0 to 2 percent slope.

- Canadice silt loam (Ca): This is nearly level to having slight depressions. Mostly occurs in 5 to 20 acre areas and has spots of very poorly drained soil.
- Caneadea Silt Loam, 0 to 2 percent slope (CcA): This soil is nearly level on terraces. Mostly occurring as 5 to 20 acre areas that can be poorly drained.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be wetlands on any of these parcels.

Flood Hazard: The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	
Building Official	Y
Engineering	Y
Health Department	Y
Soil and Water	NC
Tax map	Y
Water Resources	Y
Rootstown Zoning Inspector	Y

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

07/05/18

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

There are no corrections needed.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lots meet zoning requirements.

ANALYSIS: Primary issues for the replatted lots involve creating 1 new lot.

There were no physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

M. Tapper State Road
Allotment No. 2
Sublots R-19 & R-20 of Block "C"
Rootstown Township

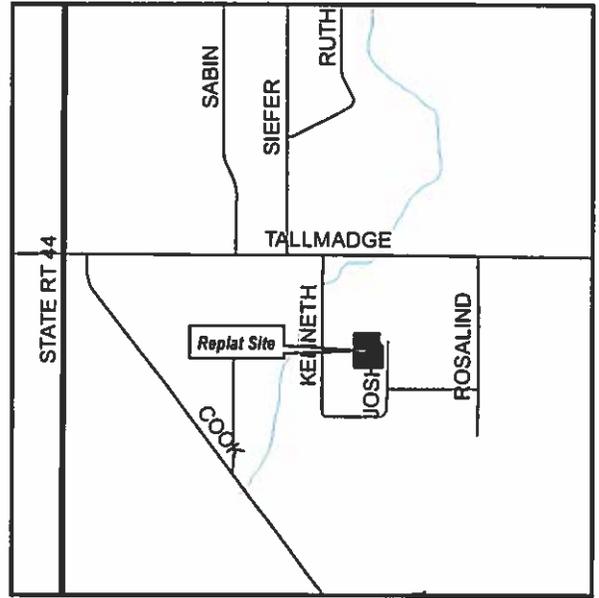
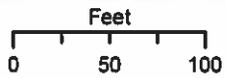


Exhibit 2
Replat

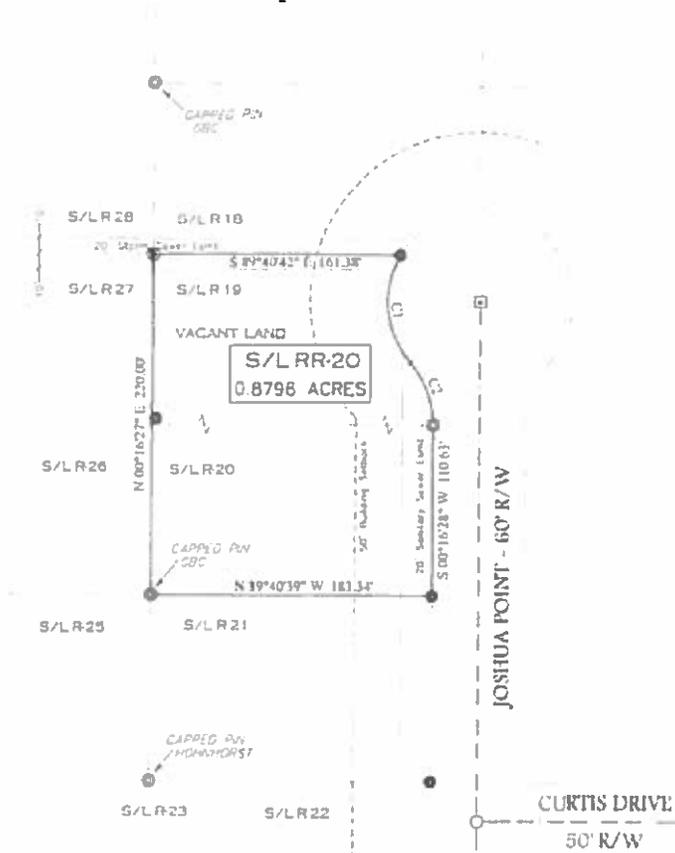


Exhibit 3

Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas

M. Tapper State Road
Allotment No. 2
Sublots R-19 & R-20 of Block "C"

Rootstown Township

Wetlands & Priority Conservation Areas



Portage County Soil Survey Digital version, 2006.

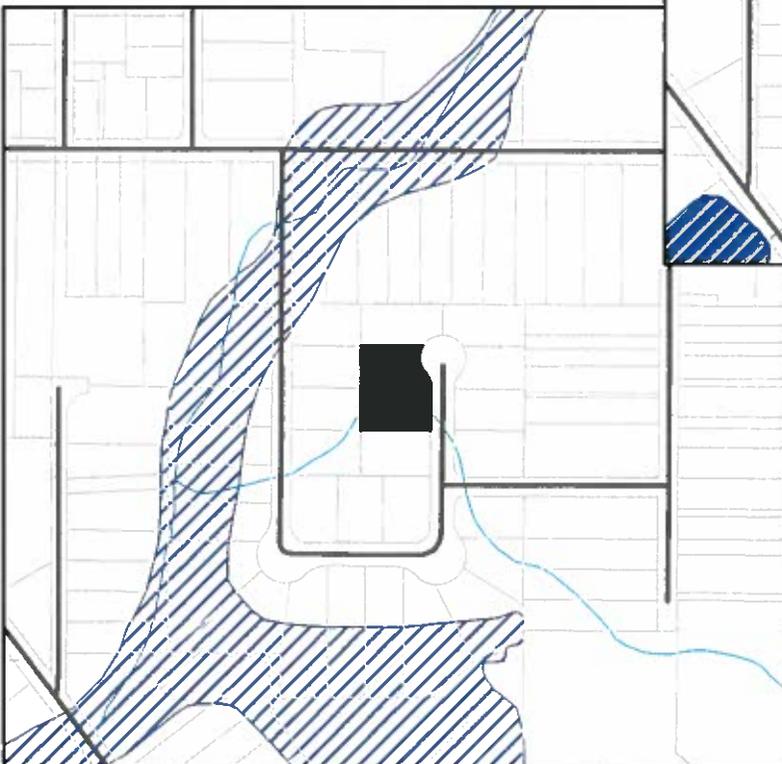
 Hydric soils



0 250 500 Feet



 Wetlands



 Flood Zone A
 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

**FREEDOM TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
JULY 2018**

Reviewer: Todd Peetz
Date Received: 6-15-18
Hearing Date: 7-11-18

Applicant: Freedom Township Zoning Commission

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

**AMENDMENT 1
Enforcement of Resolution**

Article V: Zoning Inspector; Zoning Certificates; Consultation; Penalty

507.0 *Administrative Procedures and Enforcement*

507.01 *Complaints Regarding Violations*

The zoning inspector is responsible to investigate all violations or complaints of alleged violations of this Resolution. Any person may file a written complaint regarding a violation with the zoning inspector. The complaint shall state fully the cause and basis of the violation. The zoning inspector shall record the complaint and conduct an investigation within five (5) days of receiving the complaint. If a violation exists, the zoning inspector shall take action to resolve the violation as provided for in this Resolution.

507.02 *Entry and Inspections of Property*

The zoning inspector is authorized to make inspections of properties and structures at any reasonable hour, for the purposes of enforcing this Resolution. Prior to entry to any property or structure, the zoning inspector shall attempt to obtain the permission of the owner/occupant to inspect. If such permission is denied or cannot be obtained, the zoning inspector shall request the assistance of the County Prosecutor to secure a valid search warrant or other means prior to entry.

507.03 Notice of Violation

Whenever the zoning inspector determines that there is a violation of any provision of this Resolution, a warning shall be issued and shall serve as notice of a violation. Such notice shall:

- A. Be in writing.
- B. Identify the violation.
- C. Include a statement of the reason or reasons why it is being issued and refer to the sections of this Resolution that are being violated.
- D. All violations shall be corrected within a period of ten (10) days after the written order is issued or for a longer period of time as indicted by the zoning inspector.
- E. Any violations not corrected within a pre-approved time period shall be reported to the County Prosecutor who shall initiate prosecution procedures.

507.04 Service of Notice of a Violation

Service of a notice of a violation shall be sent by certified mail deposited in the US Post Office addressed to the person or persons responsible at a last known address. If a certified mail envelope is returned with an endorsement that the envelope is unclaimed, then service shall be sent by ordinary mail. The service shall be deemed complete when the fact of mailing is entered into the record, provided the ordinary mail envelope is not returned by the postal authorities or the envelope is returned indicating delivery is unavailable.

507.0 508.0 **Penalty**

508.0 509.0 **Schedule of Fees, Charges and Expenses**

COMMENTS

The proposed changes are not currently found in the book and will greatly help the Zoning inspector enforce the zoning resolution. I would also advise to have Chris Meduri your legal counsel review to make sure that he concurs with the proposed changes.

RECOMMENDATION

Staff would recommend approval.

AMENDMENT 2
Residential Building Heights

- 202.0-201.2 Rural Residential District – RR**
- A. Permitted Uses
 - B. Conditionally Permitted Uses
 - C. Regulations Governing Rural Residential District Structures and Uses
 - 1. Setback
 - 2. Corner Lot
 - 3. Side and Rear Yard Lines
 - 4. Minimum Frontage and Lot Size
 - 5. Maximum building height to be forty feet (40ft)
 - 6. Floor Area
- ...

- 203.0201.3 Residential Commercial Districts – RC**
- A. Boundaries
 - B. Permitted Uses
 - C. Regulations
 - 1. Maximum building height to be forty feet (40ft).
 - 2. Lot Size – no lot shall be less than one hundred fifty (150) feet in frontage with a minimum lot size of one and one-half (1½) acres if no central sewage system exists.
- ...

- 204.0201.4 Residential Industrial District – RI**
- A. Boundaries
 - B. Permitted Uses
 - 1. One (1), single-family dwelling per lot
 - 2. One (1), two-family dwelling per lot
 - 3. One (1), three-family dwelling per lot
 - 4. Accessory uses or buildings incidental to any of the above-permitted uses, but not including the conduct of a business or industry.
 - 5. Temporary Housing – See Section 410.0 Temporary Housing
 - 6. Planned Residential Developments, subject to the requirements of Sections 205.0 through 205.10 inclusive.
 - 7. Maximum building height to be forty feet (40ft).

C. Regulations Governing Residential Industrial District- RI

1. Lot Size
2. Setback
3. Side and Rear Yard Line
4. Adjoining Residential Districts
5. Parking
6. Signs
7. Maximum building height to be forty feet (40ft).

205.0 Purpose – Planned Residential Development

...

205.9201.14 Area, Yard and Height Measurements

- A. Minimum lot area...
- B. Minimum lot width at building line...
- C. Minimum frontage at street...
- D. If there is not established a street right of way...
- E. Minimum side yard width....
- F. Minimum rear yard depth....
- G. Minimum living floor area...
- H. A residential building shall have a complete foundation....
- I. Maximum height of building: ~~thirty five (35)~~ forty feet (40ft)

COMMENTS

I don't know if what we have is the same section numbers but they seemed to need to be adjusted. The height changes were all in the regulations with the exception of RI which had the height as a permitted use? For consistency we recommend putting height with the regulations of the district rather than a use.

Height should be in the zoning resolution so we support establishing a reasonable height.

RECOMMENDATION

Staff would recommend approval with the minor adjusts to Section numbers and location of RI to have height with the district regulations.

AMENDMENT 3
Purpose Planned Residential Development

205.0201.5 Purpose – Planned Residential Development

Planned Residential Development (PRD) regulations are established in order to encourage and accommodate, in a unified project, creative and imaginative planned developments. PRD may be permitted as an overlay district in the RR, RC and RI districts provided they are determined to meet the conditions contained in this section. It is intended that PRDs will utilize innovations in the technology of land development that are in the best interests of the Township and which are consistent with the residential objectives to preserve sensitive natural areas that contribute to the character of Freedom Township. In order to accomplish this purpose, these regulations provide for a variety of dwelling types, including single-family detached clustered units

COMMENTS

I don't know if what we have is the same section numbers but they seemed to need to be adjusted. We discussed which residential districts were eligible for a Planned Residential Development. By stating in which district in the purpose of a Planned Residential Development just clarifies which districts they can be considered.

RECOMMENDATION

Staff would recommend approval with the minor adjusts to the Section number.

AMENDMENT 4
Light Industrial District, Addition of Conditionally Permitted Uses

- 206.0** **Light Industrial District – “LI”**
...
206.2 **Uses**

Within the LI Zoning District, no building, or structure or premises shall be used, arranged or be used or designed to be used, except for the following uses:

- A. Permitted uses:
...
B. Conditionally permitted uses: the following uses shall be conditionally permitted in the Light Industrial district:

Body shops, used car lots, auto garages conducting mechanical repair, motor freight garages, truck terminals, commercial truck parking areas and their necessary related offices, provided that: No cargo shall be contained within or on such vehicles or premises that is listed as a “Hazardous Material” or is required to be labeled as a “Hazardous Material” by definition or order of the Public Utilities Commission of Ohio (PUCO), the Federal or Ohio Environmental Protection Agency (EPA), the Interstate Commerce Commission (ICC), or any other Federal or State Regulatory Agency.

The above uses shall be conditionally permitted provided ~~only~~ such uses are not noxious, dangerous or offensive by reason or emission of odor, dust, smoke, gas, noise, fumes, flames or vibration.

COMMENTS

I don't know if what we have is the same section numbers but they seemed to need to be adjusted. There are currently no conditionally permitted uses in their light industrial district. It would makes sense to allow certain uses to be conditionally permitted. They may want to further evaluate some of these uses for distance requirements from residential and other aspects of development that may not be compatible with surrounding uses. But they do address the key nuisance factors associated with industrial development.

RECOMMENDATION

Staff would recommend approval with the minor adjusts to Section numbers and removal of “only”.

SHALERSVILLE TOWNSHIP ZONING MAP AMENDMENTS

JULY 2018

Received: June 20, 2018
Meeting Date: July 11, 2018
Reviewed by: Todd Peetz

Applicant: Daryl & Kurt Guyette,
7814 Infirmiry Road
Ravenna, OH 44266

AMENDMENT 1 Amend Zoning Map from LI-D Light Industrial to R-2 Residential District

PROPOSED/RECOMMENDED CHANGES

The proposed change is to change the Zoning Map from LI-D Light Industrial to R-2 Residential District. The proposed rezoning area is immediately east of Infirmiry Road north of Lake Rockwell Road as part of the former Ravenswood Golf Course. The amendment area consists of 9.7 +/- acres. The parcel numbers are: 33-079-00-00-007-00, 33-062-00-00-009-000, and 33-062-00-00-008-000. (9.7 +/- acres) is the total area and the balance will remain light industrial.

The information provided by the applicant/township is included in the report as appendix 1.

This proposed amendment is to allow the property owners to be able to plat one acre parcels along Infirmiry Road to sell. The remainder of the property would remain zoned light industrial. The proposed area to be rezoned to R-2 Residential is a depth of 433 feet from Infirmiry Road along Lake Rockwell Road and the north end of the proposed rezoning to 363 from Infirmiry road. There is an existing house between the two proposed rezoning areas. There was a previous concern from the Airport per their letter to not allow or encourage more residential in the area. It should be noted that the proposed rezoning area is a quarter to a half mile from the airport runway. It also should be noted that there is an existing house just north of the proposed rezoning area. There are many existing homes in this quarter to half mile area. The concern has been raised though that more housing may be undesirable due to the noise at that airport.

Note: *Italics* depict differences between I-1 Industrial with R-2 Low Density Residential

Requirements		LI-D Existing	R-2 Low Density Proposed
Use Type		Light Industrial	Single Family Residential
Minimum Lot Size	Lot	2.5 acres. .	<i>20,000 square feet Single family Duplex 25,000 square feet.</i>
Minimum Lot Width	Lot	200 Feet	<i>125 Feet</i>
Minimum Lot Frontage	Lot	80 Feet	<i>125 Feet</i>
Minimum Front Yard Depth	Front	80 Feet	<i>50 Feet</i>
Minimum Rear Yard Depth	Rear	50 Feet	<i>10 Feet</i>
Minimum Side Yard Depth	Side	25 Feet 50 Feet Abutting Residential	5 Feet.
Maximum Building Height		45 Feet *The maximum height of any building, structure, tower, tree or pole shall not exceed the height regulations established by the Portage County Regional Airport Authority and/or the Federal Aviation Administration.	<i>35 Feet</i>
Minimum Living Floor Area		N/A	<i>1,000 sq. ft. single w/o basement 1,600 sq. ft. duplex</i>
Minimum Open Space		N/A	N/A.

Surrounding Zoning:

North		East		South		West	
LI-D	Light	LI-D	Light	Ravenna Township		LI-D	Light
Industrial District		Industrial District		Residential Low		Industrial	

Surrounding Existing Land Uses:

North	East	South	West
Existing house and Airport	Vacant (former Ravenswood Golf Course)	Residential homes south side of Lake Rockwell Road	House at the west side of Infirmary Road north of Lake Rockwell Road, Majority active agriculture

The subject parcel is in two sections. Section one is at the corner of Lake Rockwell road and Infirmary road with 315 feet of road frontage and a depth along Lake Rockwell of 433 feet. Section two is approximately 525 feet north of Lake Rockwell on Infirmary Road. Section two has 854 feet of frontage on Infirmary Road and goes back a depth of 363 feet. The intent is to create 9 new residential lots.

TRANSPORTATION

Based on nine (9) lots the number of trips and one existing home the number of trips would be negligible especially with the decrease in trips from the former golf course.

WATER AND SEWER RESOURCES

Water and Sewer is available at the site.

NATURAL RESOURCES

There are no identified hydric soils, floodplains or wetlands on-site. However there is a pond that is associated with the old golf course that would have a minor impact to the proposed lots.

COMMENTS

It should be noted that we only looked at the proposed lots being shown on infirmary road as the proposed rezoning area. These comments only address that area.

There does not appear to be any environmental impacts to the site, no habitat loss or impacts from hydric soils, wetlands or floodplains.

There are no transportation limitations at the time of the plat of the proposed lots, the Portage County Engineer's office may have comments, but the trip generation from potentially 9 new units should not overburden the current roadway.

While this is not a plat review, the proposed lots would not meet zoning. The frontage requirements for the requested zoning change are 125 feet and at least 6 of the lots are shown at 120 feet which would not meet zoning. There is room to reconcile one or two lots, but not all 6.

Compatibility with other existing homes is very important. The house just north of the proposed amendment is 2.5 acres in size and built in the 1950's. The house just to the north was built in 1901 on 2 acres. The house that is in the middle of the proposed amendment was built in 1900 on 2 acres. There is a house on the west side of infirmary road north of Lake Rockwell road built in 1922 on 2 acres. There are several houses on the east side of Infirmary Road, but on the south of Lake Rockwell Road in Ravenna Township. On the south east corner of Lake Rockwell Road and Infirmary Road is a house that is on 1 acre built in 1994, and two other homes adjacent on 1.5 and 1.65 acres built in 1980.

There are nine proposed lots and 6 of those proposed lots are 1 acre, but because they have a problem meeting the zoning requirement it would make sense to create 8 lots and give them a little more acreage. There is a size difference of the proposed lots which might work only because those homes that bookend with the proposed zoning change are owned either by the applicants and their family.

Compatibility with the airport is probably a bigger issue. The airport was created or built sometime after 1970 and has been in operation ever since. Due to the size of the runway only propeller aircraft take off and land at the airport at this time.

A previous proposed zoning case last year raised concerns by the Portage County Airport Board who strongly opposed that zoning change being that any new housing may only add to conflicts dealing with noise in the area.

We looked at the existing housing development pattern. There are 8 existing houses on Infirmiry Road within a half mile of the airport runway. Of those 8 houses the oldest being 1860 and the newest being 2006, 6 of those homes were built before the airport existed. When we look at SR 44 there are 25 homes within a half mile of the airport of those only 4 of those units have been built since the airport has been built. So in over 40 years of the airport being in existence there have been 6 new units built within a half mile of the airport. Less than 20% of the homes within a half mile of the runway were built since the airport opened. We have 9 lots being proposed as part of the proposed zoning change. An argument could be made that people do not want to locate near the airport and another argument could be made that those who complain about the noise from the airport did not have a say in its location. New residents would have an understanding that an airport was nearby before they make an investment in a new home.

Our dilemma is there are already residential homes in this vicinity. We could recommend approval as long as the new homes could meet the FAA guidelines which suggest that 65 decibels or less are compatible with residential. We were unable to find the noise contours associated with the Portage County Airport.

Ultimately the Township will need to determine if the zoning to R-2 residential makes sense for this area. The concern is will adding new homes cause more conflicts with the airport or will adding new homes provide the land owner another option to sell their property to people who should be aware that an airport is in the vicinity.

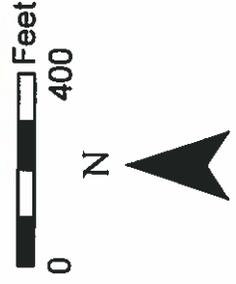
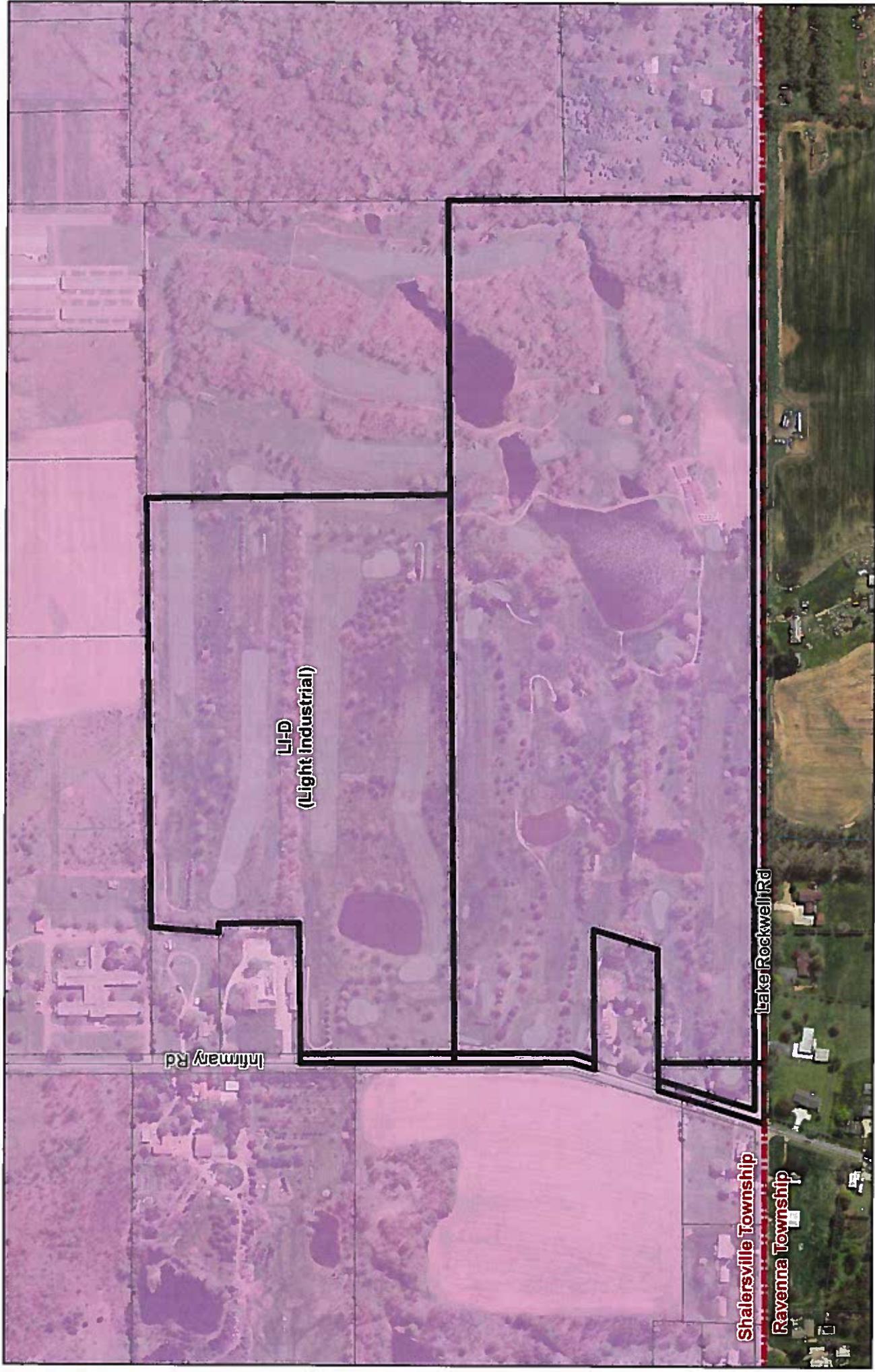
The Township completed their land use plan with this area as being light industrial as the most appropriate use near the airport. During the discussions of the land use plan the desire was to develop a balance of residential, commercial and light industry that made sense for the overall future development of the Township.

There have been discussions in the past and present about the potential for the airport to expand. Any expansion or increases to the operation of the airport may further negative impacts to surrounding housing.

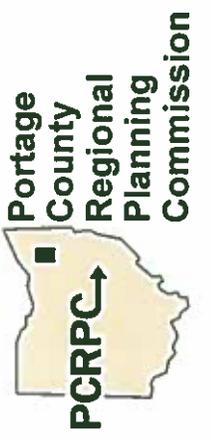
By allowing a new residential development within a half mile of the airport may set a precedence not only with the airport, but may set a precedence in other areas of the Township from converting light industrial to residential.

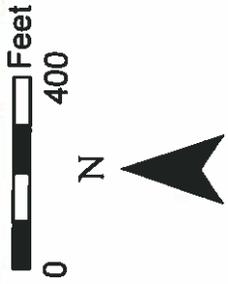
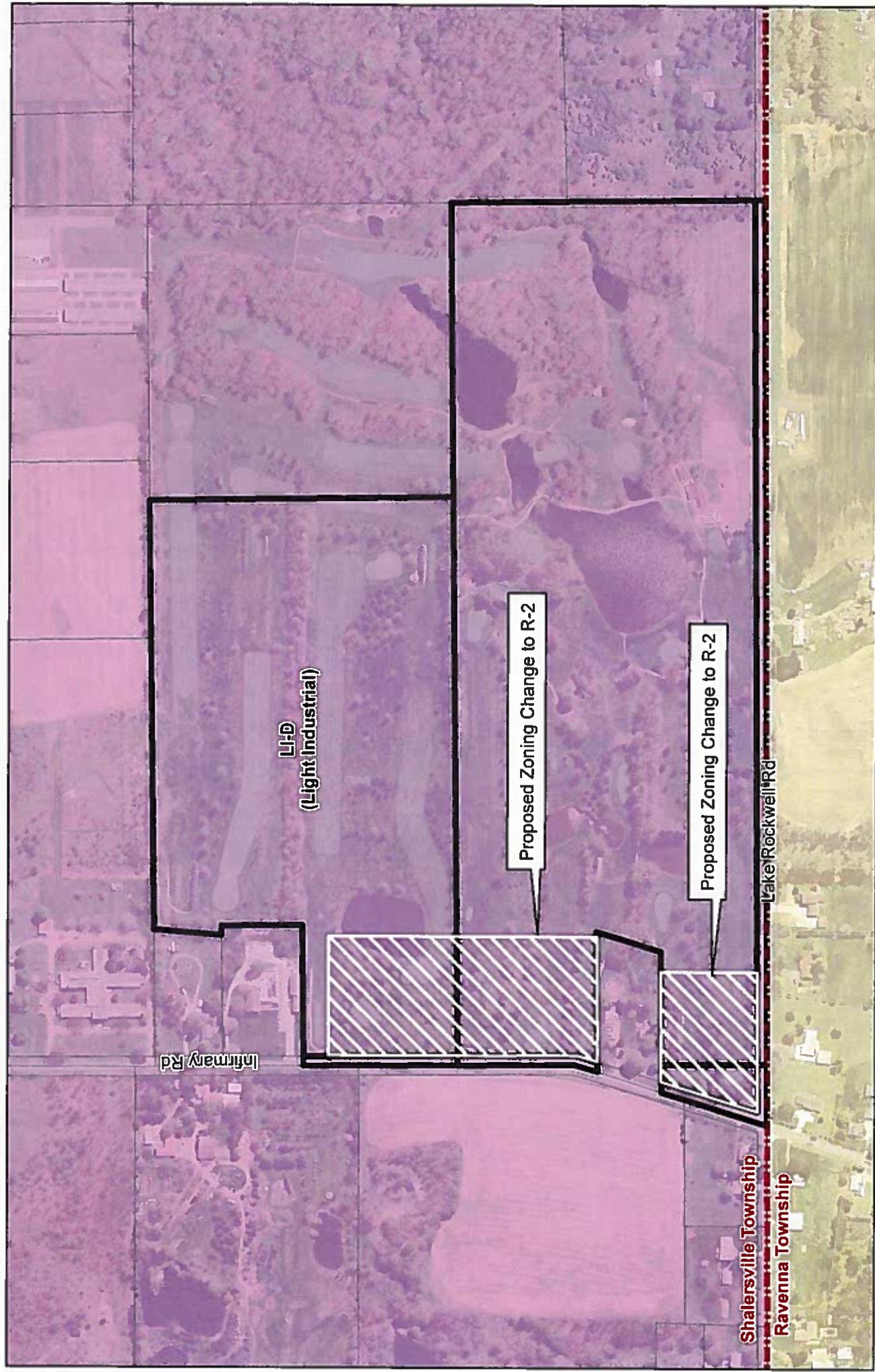
RECOMMENDATION

Staff would recommend not approving the proposed zoning request. The primary reason is the proximity to the airport is within a half mile of the airport. Compatibility is an issue with the potential expansion of airport and the precedence of losing light industrial land and the impact it could have on other light industrial areas within the Township. The applicant should address compatibility issues to determine whether adding residential in this area is appropriate.



Existing Zoning
Proposed Rezoning from LI-D to R-2
Shalersville Township
Portage County, Ohio





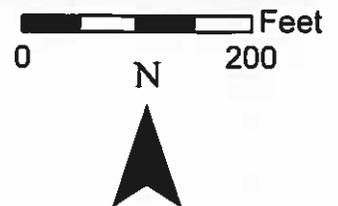
Proposed Zoning Change from LI-D to R-2

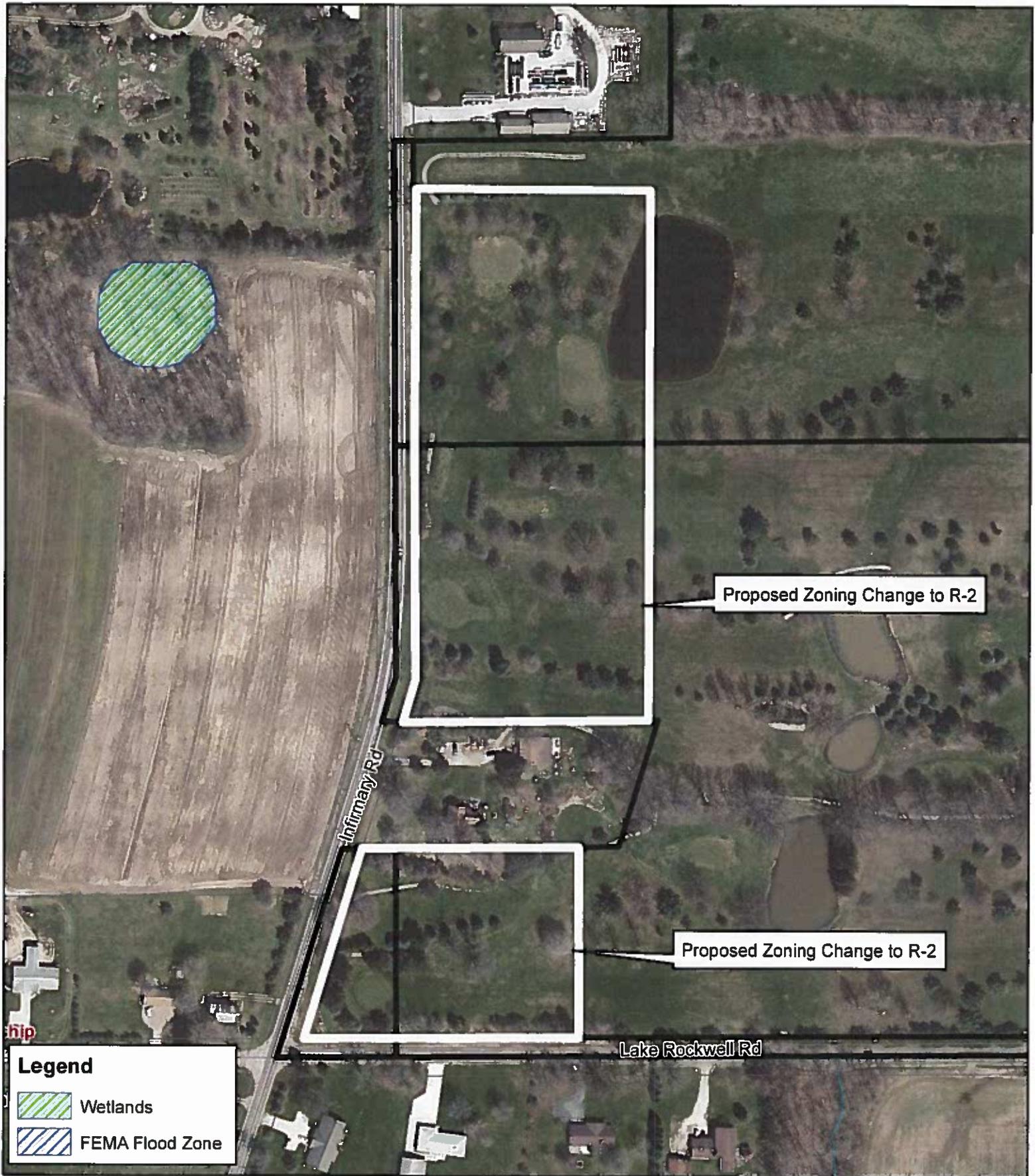
Shalersville Township
Portage County, Ohio



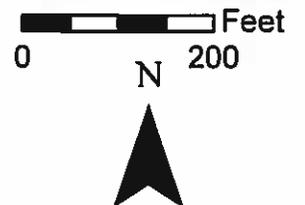


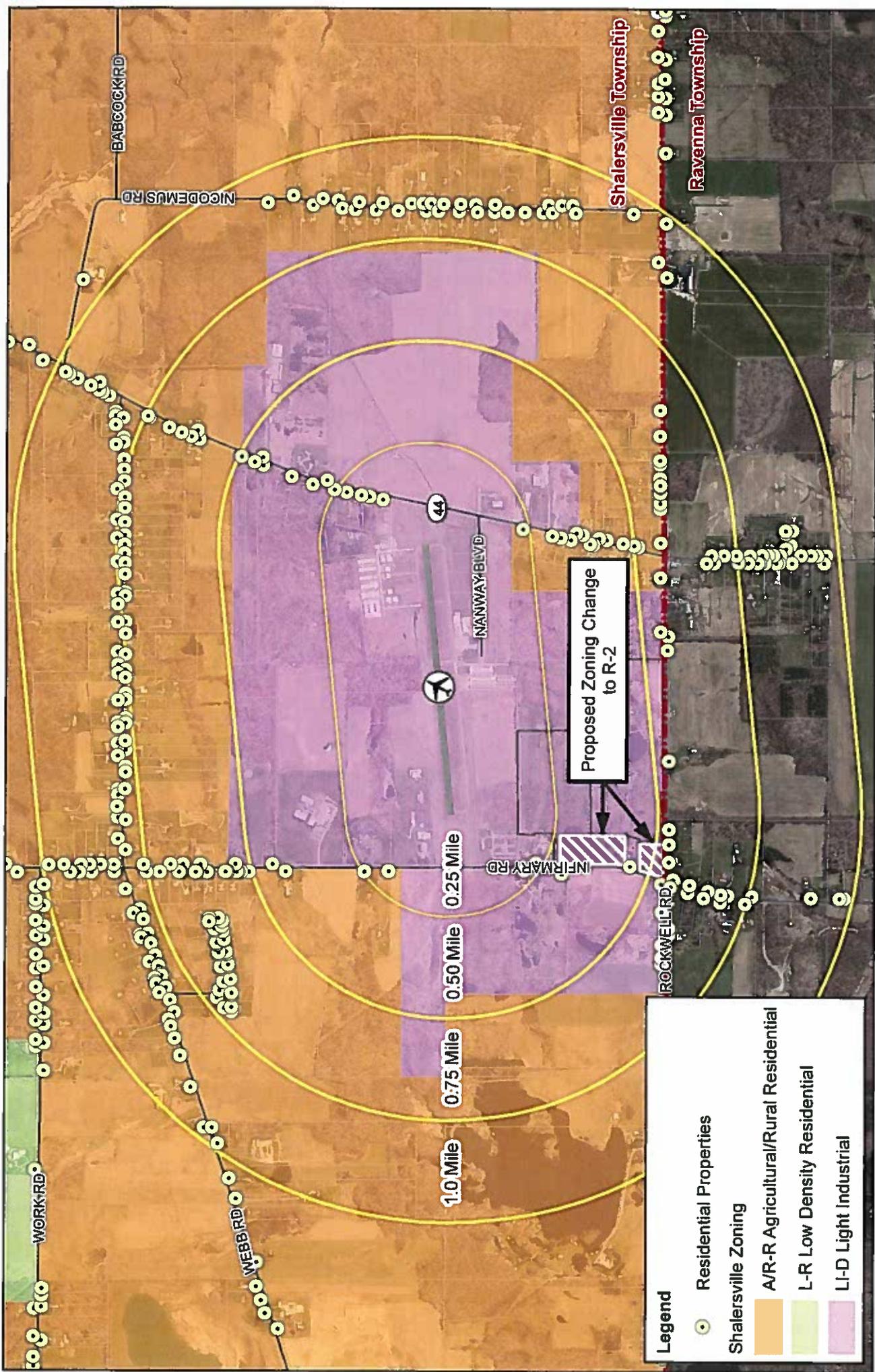
**Aerial Photograph
Proposed Rezoning from LI-D to R-2
Shalersville Township
Portage County, Ohio**





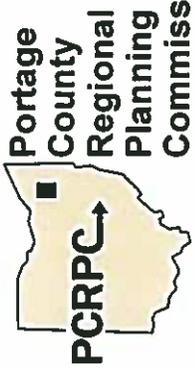
Wetlands and Flood Zones Map
Proposed Rezoning from LI-D to R-2
Shalersville Township
Portage County, Ohio



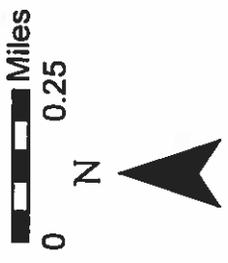


Legend

- Residential Properties
- Shalersville Zoning
 - A/R-R Agricultural/Rural Residential
 - L-R Low Density Residential
 - LI-D Light Industrial



Existing Residential Properties Near Airport
Proposed Rezoning from LI-D to R-2
 Shalersville Township
 Portage County, Ohio



**APPLICATION FOR ZONING AMENDMENT
SHALERSVILLE TOWNSHIP**

The undersigned, owner(s) of the following legally described property hereby request the consideration of a change in the Zoning Resolution Text as described below:

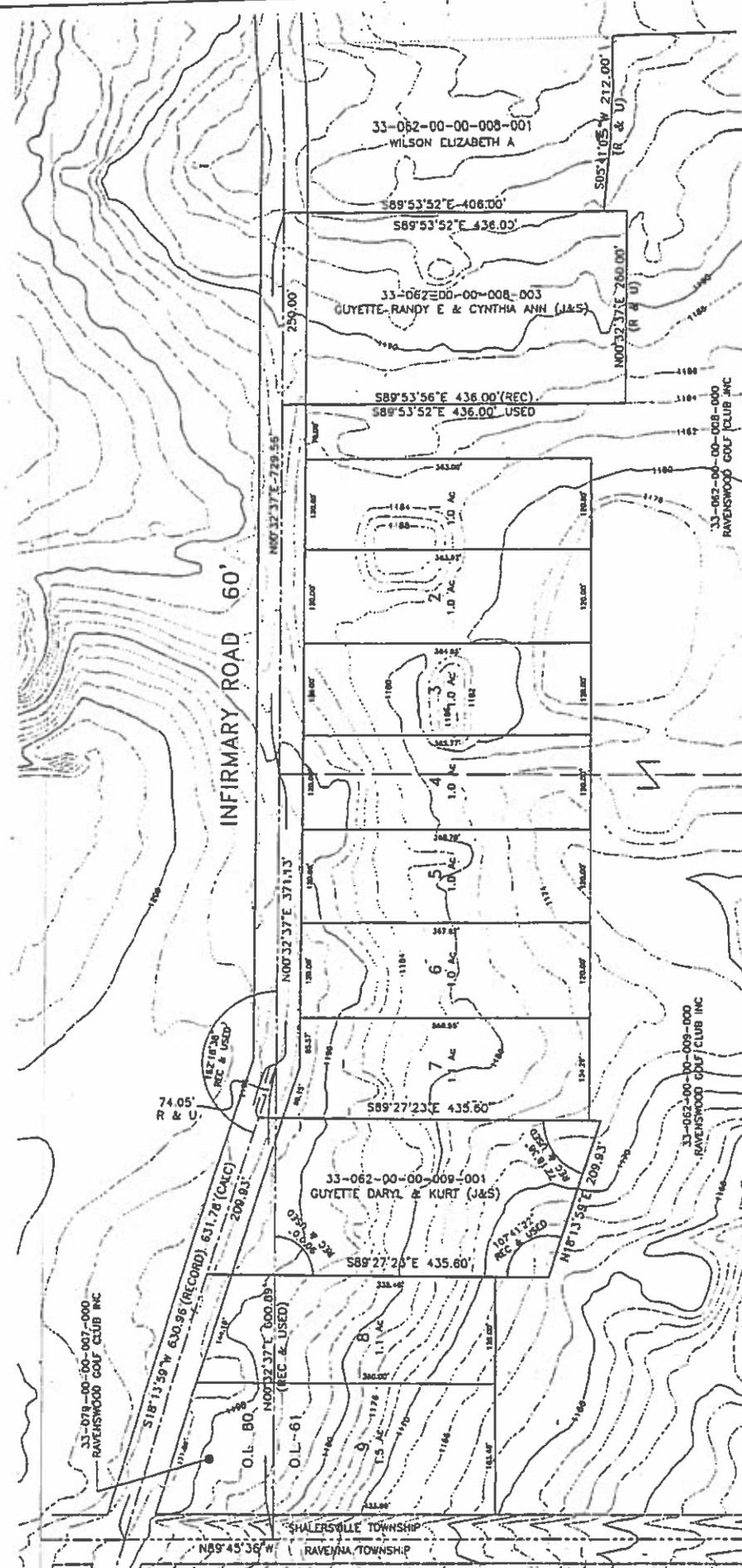
1. Name of Applicant Daryl + Kurt Guyette
Address 7814 Infirmary Rd, Ravenna, OH 44266
Mailing Address Same
Phone Number: Home (330) 607-1843 Business _____

 2. Parcel No. 33-079-00-00-007-000, 33-062-00-00-009-000
33-062-00-00-008-000

 3. Acreage 10 Acres
Number of Lots 9 Lots
Existing Zoning LI-D Light Industrial
Proposed Zoning R-2 Low Density Residential w/sewer
- Date 6.5.18 Applicant Darryl Guyette
- Date Filed with Zoning Commission _____
- Application Number _____

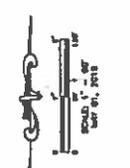
**SKETCH PLAN OF RAVENSWOOD GOLF CLUB
AND GUYETTE PROPERTY
PROPOSED 9 SUBLOTS**

SITUATED IN THE TOWNSHIP OF SHALERSVILLE, COUNTY OF PORTAGE AND THE STATE OF
OHIO AND BEING PART OF ORIGINAL SHALERSVILLE TOWNSHIP LOT NO. 61 AND 60



REFERENCE DOCUMENTS

- 1. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 2. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 3. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 4. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 5. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 6. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 7. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 8. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.
- 9. Survey plat of S.L. Smith, dated 1/15/1888, showing original platting of the property.



NOTES

- 1. This plat is subject to all existing easements, rights, and interests.
- 2. The boundaries shown are based on the survey data provided.
- 3. The area shown is for informational purposes only and does not constitute a warranty of accuracy.
- 4. The survey was conducted in accordance with the Ohio Surveying Board rules and regulations.
- 5. The survey was completed on 10/15/2018.
- 6. The survey was conducted by the undersigned.
- 7. The survey was conducted by the undersigned.
- 8. The survey was conducted by the undersigned.
- 9. The survey was conducted by the undersigned.

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
JUNE 2018**

A. COMPREHENSIVE PLANNING

1. Farmland Preservation Plan Update

- The State is looking for local government representatives. We have notified the Western Reserve Land Conservancy that we would like to partner with them as the local representative. Assisted Western Reserve with “Living the Dream” farm in Atwater.

2. Portage County Parks, Trails, and Greenways Plan

- Working with the Park District as needed.

3. Portage County Comprehensive Economic Development Strategy Update (CEDS) 2018 CEDS

- On behalf of the EDA, RPC is requesting the submission of economic development projects for EDA funding that are designed to create or retain jobs and to provide assistance to economically distressed communities.

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- We are in the process of merging subdivision regulations that work in surrounding communities. The idea is to implement good ideas that can also work here in Portage County.
- We completed our final draft reviews of the proposed Subdivision Regulations. We should have a steering committee meeting in July to review and finalize their comments.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

Check out the website at www.pcrpc.org.

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plan	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replats	1 Application	1 Lot
Exceptional Replats	2 Applications	0 Lots
Variance	0 Applications	
Minor Subdivisions	1 Application	3 Lots

b. Divisions of Land

5+Acre Lots Divisions	2 Applications	2 Lots
Transfers to Adj Prop	<u>2 Applications</u>	<u>2 Transfers</u>
Total	8 Applications	6 Lots Created

2. Zoning Text and Map Amendments

- See community/member services

3. Community and Economic Development Administration and Implementation

- See CDBG Report

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
- Brimfield Township
We are working on a Brimfield Crossing Replat and finalized the Maplecrest Plat
- Franklin Township
Text amendments in June to help update their zoning book to include Brady Lake Zoning
- Freedom Township
Zoning text amendments
- Garrettsville Village
We submitted a Nature Works grant.
- Hiram Township
- Hiram Village

- **Mantua Township**
Continue to help coordinate the Mantua Center School development plan. We held a couple meetings to discuss process, change orders and additional funding options.
- **Mantua Village**
They are considering an income survey to be able to apply for Critical Infrastructure funds.
- **Nelson Township**
- **Palmyra Township**
We submitted a Nature Works Park grant.
- **Paris Township**
- **Randolph Township**
- **Ravenna City**
We continue to finalize their land use plan. We met with the Planning Commission on May 22nd to discuss their Land Use Plan. The Land Use Plan's next meeting is July 31st. We have finalized a draft contract agreement to do a bike plan for the City. We also submitted a Critical Infrastructure grant.
- **Ravenna Township**
We are assisting Ravenna Township and the City of Ravenna with their JEDD. We are assisting with potential zoning amendments and we met with the Township Zoning Commission in April. Their next meeting is July 18th.
- **Rootstown Township**
- **Shalersville Township**
We processed a zoning map amendment for the July meeting
- **City of Streetsboro**
RPC staff held a MPRC meeting on June 28th for the update to their Master Plan. The next meeting will be held on August 9th.
- **Suffield Township**
Staff attended their April Planning Commission meeting, related to their land use plan. Suffield residents returned just less than 300 electronic surveys. The next meeting is July 11th.
- **Sugar Bush Knolls**
- **Windham Township**

- Windham Village
We are moving forward with the land use plan. We also submitted a Critical Infrastructure grant.

2. Non-Member Technical Assistance

3. Intergovernmental Reviews-Applications Received

Local-0
Areawide-0
Statewide-0

4. Akron Metropolitan Transportation Study (AMATS)

5. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)

- Attended the June Board meeting.

6. Portage County Housing Services Council

7. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request

- Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the general public, businesses, and organizations.

8. Portage Development Board (PDB)

- Staff met to discuss a potential project in Portage County.

9. Quarterly Zoning Inspectors (QZI) Meeting

- The County Building Official and Water Resources Director presented their suggestions on how to coordinate with their offices. The last meeting was held on January 25th. The next meeting TBD.

10. Portage County Land Reutilization Corporation (Land Bank)

- Contracts for PCRPC to coordinate the meetings and assist in the preparation of any mapping and possibly some planning for the Land Bank. The land bank had a meeting on April 9th at the Reed Memorial Library. The next meeting with the Land Bank is July 9th at the offices of NDS.

12. Portage County Storm Water Program – Home Sewage Repair and Replacement Program

- The Portage County Storm Water Program has set aside \$500,000 to repair and replace home sewer systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home sewer system. The contract for implementation is in place and we are taking applications. We have 2 new applicants and we anticipate up to 15 more from the Health Department later in June.

13. Ravenna City Land Use Plan

- We are currently finalizing the land use plan. We held a community meeting on February 22nd at Reed Memorial Library and had a kick off meeting with the Ravenna Planning Commission on March 27th. The next meeting with the Planning Commission is set for July 31st.

14. Local Government Innovation Fund County-wide Parks and Receptions Collaboration and Coordination Plan.

- Portage County Regional Planning Commission received a \$50,000 grant to work with all the parks and park-related facilities in the County to do the following basic tasks:
 - 1) Foster Collaboration
 - 2) Inventory all park amenities/facilities in Portage County
 - 3) Discuss opportunities for resource sharing i.e. purchase of play equipment, maintenance of equipment
 - 4) Discuss opportunities to coordinate park services i.e. leagues, events, and other social activities,
 - 5) Compile facility and programming information to share with each community and a master list to be provided online for public use.
- A steering committee meeting was held on February 20th at the RPC office. Next meeting will be held in July.
- We are combining financial resources from another grant for the creation of an interactive website. The grant has been extended until December 31, 2018.

15. Local Government Innovation Fund Marketing and Branding (planning) Grant.

- This is a planning grant for the purpose of Marketing and Branding Portage County. This is not an implementation grant.
- We hope to develop dozens of ideas that will help brand Portage County and the Cities, Villages, and Townships.
- We are exploring what other communities across the nation have done to market themselves and create a list of ideas that would be made available to everyone to utilize.
- We hope to add a Live/Work/Play section to the County's website
- We also are looking to better market our local schools regionally to establish more accurately the quality of our local schools.

F. COMMISSION MANAGEMENT/ADMINISTRATION

1. Marketing/Customer Service/Public Relations

2. Other

- **Celebrate Portage! /Visioning In Portage (VIP) - Celebrate Portage!** is to keep the key elements of the vision alive. The core concept of Celebrate Portage! is to celebrate the good to great things happening in the County. Doing so will bring greater awareness of what the County has to offer and to inspire others to action. The next meeting is July 18th. The car show is August 29th, Runway Fest is August 31st and September 1st, the Dinner is September 6th, and Volunteer day is September 13th.

Grant Submitted	Status	Grant Description	Amount	Adm. Revenue
Local Government Innovation Fund	FUNDED	To create comprehensive plan for parks	\$47,500	\$2,500
Local Government Innovation Program (LGIF/LGIP)	FUNDED	Submitted proposal for shared access to county website in effort to better market and brand Portage County.	\$50,000	\$22,500
JAG	PARTIALY FUNDED	Worked with Sheriff's Department to submit grant for 10 MDT computers	\$30,000 of \$74,401	None
Healthy Food for Ohio Program	Not Funded	Due to decreased availability of state funding, we are working with Windham on a different strategy that could gain a portion of financial support from this revenue stream. Met with Mayor Blewitt to conference call with Omar Elhagmusa, program officer for HFO and Elizabeth from Senator Eklund's office.	\$250,000	
Ohio Supreme Court Technology Grants	PARTIALY FUNDED	Worked with Gordon Fischer, Director of Technology for Courts writing proposal drafts for submission to the Supreme Court of Ohio Grants. The grants support technology improvements for the Common Pleas Court- General Division, Common Pleas Adult Probation, Probate Court, and Ohio Juvenile Court.	\$21,146.60 of \$43,483	None
ODNR: Recreational Trails	PENDING	Reviewing resubmission of the Recreational Trails grant for Atwater. This grant is for development of urban trail linkages, trail head and trailside facilities; maintenance of existing trails; restoration of trail areas damaged by usage; improving access for people with disabilities; acquisition of easements and property; development and construction of new trails; purchase and lease of recreational trail construction and maintenance equipment; environment and safety education programs related to trails	Request for \$73,595 \$6.25 million available statewide	
Fiscal Year 2017 Assistance to Firefighters Grant (AFG) Program	PENDING	Working with Palmyra Township on submission. This program assists first-responder organizations that need support to improve their capability to respond to fires and emergencies of all types under the AFG Program.	Request for \$57,450 \$310,500,000 Available for year	
Fiscal Year 2017 Assistance to Firefighters Grant (AFG) Program	Feb. 2, 2018	Worked with Windham Township on submission. This program assists first-responder organizations that need support to improve their capability to respond to fires and emergencies of all types under the AFG Program.	Request for \$281,000 \$310,500,000 Available for year	Withdrawn
Critical Infrastructure	NOT	Worked with Lisa Reeves on Critical Infrastructure re-submission for Windham. Developing	Request	

	FUNDED	comprehensive project to improve Bauer Street.	\$290,000	
Critical Infrastructure	NOT FUNDED	Worked with City of Ravenna on a Critical Infrastructure grant for Vine Street.	\$300,000	
Portage Foundation	Not submitted	Grants for community projects throughout Portage County. Worked on submission for MRS that was postponed to August submission	\$5,000	
NOPEC	FUNDED	Worked with Paris Township to submit first application to NOPEC for improvements to new building.	\$4,174	
ODNR: Nature Works	June 1, 2018	Palmyra submission for new playground equipment	\$21,591	None
ODNR: Nature Works	June 1, 2018	Garrettsville submission for new ADA compliant equipment, exercise equipment, safety light, and picnic tables	\$26,910	None
ODNR: Nature Works	Not submitted	Rootstown submission was postponed to next year.	Withdrawn	None
Critical Infrastructure	June 15, 2018	Working with Lisa Reeves on Critical Infrastructure re-submission for Windham. Developing comprehensive project to improve Bauer Street.	\$265,700	\$20,000 administration
Critical Infrastructure	June 15, 2018	Working with Lisa Reeves on City of Ravenna's Critical Infrastructure grant for Vine Street.	\$280,000	\$20,000 administration
Grant Title	Due Date	Current Grant Being Considered	Amount	
FEMA: State Homeland Security Program Grants (HSGP)	Full application due date June 20, 2018 Pre-application Due May 11, 2018;	Met with Ryan Shackelford, Director of Portage County Homeland Security, to discuss this program. He will help communities in anyway possible if they have a project that meets the eligibility. The purpose of HSGP is to support state, local and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document	TBD	
Ohio Development Services Agency: New Horizons Fair Housing Assistance Program	Rolling application	Reviewing grant application for Fair Housing and discussing project opportunities. The New Horizons Fair Housing Assistance Program provides funds to units of local government, or consortia of units of local government, to affirmatively further fair housing and eliminate impediments to fair housing.	Up to \$15K; \$5K for each additional jurisdiction for maximum of \$30K	
Grant Title	Due Date	Grant Opportunities 30-120 Days Out	Amount	

COPS Anti-Heroin Task Force (AHTF) Program	June 27, 2018	The COPS Anti-Heroin Task Force (AHTF) Program is a competitive grant solicitation, open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g. task force) structures. Each grant is two years (24 months) in duration, and there is no local match. Each grant recipient may receive a maximum of \$3 million.	Approx. \$32 million is available	
COPS Anti-Methamphetamine Program (CAMP)	June 27, 2018	The COPS Anti-Methamphetamine Program (CAMP) is a competitive grant solicitation, open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g. task force) structures. CAMP funds must be used to investigate illicit activities related to the manufacture and distribution of methamphetamine (including precursor diversion, laboratories, or methamphetamine traffickers). Each grant is two years (24 months) in duration, and there is no local match. Each grant recipient may receive a maximum of \$2 million.	Approx. 8 million is available	
Historical Marker Program	July 1, 2018	As part of the Ohio Historical Connection, this program offers support for markers.	\$750	
Ohio Environmental Education Fund General Grant Program	LOI- Due July 9 Application Due-July 16, 2018	The OEEF has five targeted areas of focus where Ohio EPA has determined an immediate need for more educational and awareness outreach effort due to significant environmental impacts in our state: <ul style="list-style-type: none"> •projects that demonstrate and encourage best management practices for nutrients, including, but not limited to, targeted efforts to reduce nutrient loadings to rivers and streams from urban and rural areas; •projects that demonstrate and encourage the use of innovative storm water management practices; •projects that demonstrate and encourage the reduction of air emissions, including, but not limited to, promotion of alternative modes of transportation; •projects that encourage and explain the importance of habitat restoration efforts to increase biodiversity and improve air and water quality; and •projects that encourage pre-school through university students to explore careers in the environmental sciences and environmental engineering. 	Up to \$50,000 Mini-grants are for \$500-5,000	
Ohio Humanities: General Grant	July 13, 2018	Cultural program with clear focus on humanities Cultural programs involving humanities professionals Cultural Programs with public benefit Cultural Programs with balanced views Any project over \$2K must have outside	Max \$20,000	

		evaluator; all grants are a dollar for dollar match		
Water Resource Restoration Sponsor program (WRRSP)	Deadline of July 31, for the upcoming program year, which begins January 1.	The Water Resource Restoration Sponsor Program (WRRSP) was created to counter the loss of ecological function and biological diversity that jeopardizes the health of Ohio's water resources. This program funds both preservation and restoration of aquatic habitat to accomplish this goal. The WRRSP relies on having a sponsoring wastewater loan from the Water Pollution Control Loan Fund (WPCLF).	\$1,621,296	
Grant Title	Due Date	Ongoing Grant Opportunities	Amount	
Ohio Humanities: Tourism Planning Grant and Media Planning	1 st business day of each month	When humanities perspective is integrated from a project's inception, this provides coherence throughout the planning, implementation, and later evolutions of a cultural and heritage tourism initiative. Using Ohio Humanities grants, local community organizations have developed exhibits, walking and driving tours, digital tools, and lively historical experiences	Up to \$2K; implementation grants up to \$20K	
Rural Energy for America Program Renewable Energy Systems & Energy Efficiency Improvement Loans & Grants in Ohio	Ongoing	Provides guaranteed loan financing and grant funding to agricultural producers and rural small businesses to purchase or install renewable energy systems or make energy efficiency improvements. Applications for this program are accepted year round at your <u>local office</u> .	\$20,000 or less and up to \$500,000	
USDA Community Facilities Grant and Loan	Ongoing	Provides affordable funding to develop essential community facilities in rural areas	TBD	
Economic Development Administration (EDA) U.S. Department of Commerce FY2016-2019 Planning Program and Local Technical Assistance Program	Ongoing	Through its Planning and Local Technical Assistance programs, EDA assists eligible recipients in developing economic development plans and studies designed to build capacity and guide the economic prosperity and resiliency of an area or region. The Planning program helps support organizations, including District Organizations, Indian Tribes, and other eligible recipients, with Short Term and State Planning investments designed to guide the eventual creation and retention of high-quality jobs, particularly for the unemployed and underemployed in the Nation's most economically distressed regions. Applications are accepted on a continuing basis and processed as received. This Planning and Local Technical Assistance opportunity will remain in effect until superseded by a future announcement.	\$300,000 ceiling	

Economic Development Administration (EDA) U.S. Department of Commerce	Ongoing	The Economic Development Administration's (EDA's) mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for economic growth and success in the worldwide economy. EDA fulfills this mission through strategic investments and partnerships that create the regional economic ecosystems required to foster globally competitive regions throughout the United States. EDA supports development in economically distressed areas of the United States by fostering job creation and attracting private investment	\$3,000,000 ceiling; \$100,000 floor	
Walgreens Community Grant Program	Ongoing	Areas of need and focus include: access to health and wellness in communities; pharmacy education and mentoring initiatives; civic and community outreach; emergency and disaster relief.	\$10,000	
Dominion Foundation	Monthly	The Dominion Foundation supports nonprofit organizations dedicated to improving the economic, physical, and social health of the communities served by Dominion's companies. The Foundation focuses its grant making in 5 general categories: <u>health and human services</u> , including hunger/homeless issues and youth and senior services; <u>education</u> , including K-12 education; <u>culture and the arts</u> , including visual arts, music, theater, dance, libraries, parks, public broadcasting, and museums; <u>civic and community development</u> ; and, <u>the environment</u> , including environmental education. The primary interest of the Foundation is to support programs. Support of capital campaigns is limited & provided on an exceptional basis.	\$1,000- \$15,000	
ODNR Division of Forestry: Dry Fire Hydrant Grant Program	No deadline; funds are available annually	The Ohio Department of Forestry Grant Program is focused on improving wildfire protection and fire department preparedness by providing funding assistance for dry hydrant installation.	\$2,250	
Grant Title	Due Date	Grants To Review Again in 2018	Amount	Adm. Revenue
Lake Erie Protection Fund	Quarterly Aug, Oct, Feb	Small grants for research and on the ground projects aimed at protecting, preserving, and restoring Lake Erie or its tributary watersheds in Ohio. Focuses on projects that lead to better management decisions for both environmental protection and economic development. Special grant projects considered. Support through donations or license plate.	\$15,000 available	

Ohio Civil Justice Grants	August 2018	The Supreme Court of Ohio is pleased to announce the availability of grant funds to support local court technology projects. The funds will be used to address a variety of issues and situations where the lack of sufficient technology is a barrier to the efficient and effective administration of justice. Any court of appeals, common pleas court (or any division therein), municipal court, or county court is eligible to apply.		
Portage Foundation	August 2018	For community projects throughout Portage County. Looking at grant for Main Street Ravenna	\$2000	
Water Pollution Control Loan Fund (WPCLF)	Need to reapply August 2018	Below market interest rate loans are awarded to eligible applicants for planning, design, and construction of wastewater treatment facilities and sewer systems. The standard below market interest rate is established monthly, and is 1.25% below the general obligation bond index rate. The program also offers a small community interest rate, as well as hardship interest rates of 0% and 1%. There are currently no minimum or maximum loan amounts. Approximately \$500 million is loaned out each year	\$1,621,296	
Diesel Emissions Reduction Grant	September 2018	Public and private sector diesel fleets (motor vehicle, marine, locomotive and highway construction equipment) that are eligible under the Federal Highway Congestion Mitigation and Air Quality (CMAQ) program and located in a. Private sector fleets must apply through a public sector partner. Administered jointly with Ohio Depart. Transportation.	10 million annually with up to \$350,000 given per grant	
Clean Water Act Section 319	September 2018	Local governments, nonprofit organizations, watershed groups and SWCDs and local parks can conduct stream restoration and nonpoint source pollution management projects. 20% total project cost are required to be provided as local match. About 2 million available annually	Between \$300,000-\$400,000	
Ohio Department of Transportation and Ohio EPA -- Diesel Emission Reduction Grant (DERG)	September 2018	Supports proposals from public sector and private sector (with a public sponsor) diesel fleets that will undertake vehicle/equipment replacement, repower, or retrofit for the purpose of emissions reduction in eligible Ohio counties. Fleets may also apply for idle reduction equipment		
Ohio Humanities: Quarterly Grants	September 2018	Ohio Humanities has 2 special funding opportunities available at all times: 1) Towards A Beautiful Ohio: Ohio Humanities is a 3 year initiative focusing on the environment. As part of this initiative, they seek to strategically invest in public conversations that address environmental issues from a humanities perspective. 2) Humanities and the Experience of War: Standing	\$2,001-5,000	

		Tall In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life.		
Ohio Humanities	September 2018	As a part of its current initiative, Standing Together: The Humanities and the Experience of War, the National Endowment for the Humanities offers a new grant opportunity: the Dialogues on the Experience of War program. The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others to think more deeply about the issues raised by war and military service. The humanities sources can be drawn from history, philosophy, literature, and film—and they may and should be supplemented by testimonials from those who have served. The discussions are intended to promote serious exploration of important questions about the nature of duty, heroism, suffering, loyalty, and patriotism. The discussion groups can take place on college and university campuses, in veterans' centers, at public libraries and museums, and at other community venues. Most of the participants in the discussion groups should be military veterans; others, such as men and women in active service, military families, and interested members of the public, may participate as well.	Up to \$100,000 which includes support for recruitment and training of facilitator	
National Endowment for the Arts: OUR TOWN Grant Projects that Build Knowledge About Creative Placemaking and Arts Engagement, Cultural Planning, and Design Projects	September 2018	Grant Program Description - This area of Our Town funding is to build and disseminate creative place making knowledge more broadly. These projects can be carried out by arts service or design service organizations, and/or other national or regional membership or university-based organizations that provide technical assistance to those doing place-based work, to expand the knowledge base about creative place making to their members and the field. These projects should expand the capacity of artists and arts organizations to be more effective entrepreneurs and to work more effectively with economic and community development practitioners, and vice versa, to improve the livability of the communities and create opportunities for all	Between \$25,000-100,000 matching	
Lake Erie Commission: Lake Erie Protection Fund (LEPF)	October 2018	The Ohio Lake Erie Commission administers Ohio's Lake Erie Protection Fund, which was established to finance research and on-the-ground projects aimed at protecting, preserving and restoring Lake Erie and its watershed. Projects focus on critical	Up to 50K with 25% match required	

		issues facing Lake Erie, including: water quality protection, fisheries management, wetlands restoration, watershed planning, invasive species, algal bloom research, Lake Erie ecological shifts, and environmental measurements.		
Office of Criminal Justice Services (OCJS) Justice Assistance Grant Law Enforcement (JAGLE)	October 31, 2018	Justice Assistance Grants for Law Enforcement for hiring, training, and employing law enforcement officers and support staff on regular basis, paying overtime for the above, and procuring equipment and technology.	Up to \$20,000	
State Farm Insurance	Oct. 2018	We make it our business to be like a good neighbor, helping to build safer, stronger and smarter communities across the United States. Through our company grants, we focus on three areas: safety, education, and community development.	\$5,000 and up	
National endowment for the Humanities: Dialogues on the Experience of War	November 2018	The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. Although the program is primarily designed to reach military veterans, men and women in active service, military families, and interested members of the public may also participate.	Up to \$100,000	
Robert Wood Johnson Foundations	November 2018	The Robert Wood Johnson Foundation (RWJF) Culture of Health Prize (the Prize) recognizes communities that have placed a priority on health and are creating powerful partnerships and deep commitments that will enable everyone, especially those facing the greatest barriers to good health, the opportunity to live well. A Culture of Health recognizes that health and well-being are greatly influenced by where we live, learn, work, and play; the safety of our surroundings; and the relationships we have in our families and communities. The Prize elevates the compelling stories of local leaders and community members who together are transforming neighborhoods, schools, businesses, and more—so that better health flourishes everywhere.	\$25,000	
Capital Planning Grants	November 2018	Preparing capital grant ideas from local government (Commissioners) that can be reviewed for the upcoming next 2 years state budgeting process. Requires 6 year planning document.		
MARCS (Multi-Agency Radio Communication System)	November 2018	Working with Windham Township to determine if the MARCS grant is going to be applied for by deadline. MARCS is dedicated to providing Ohio's first responders and public safety providers with		

		state-of-the-art wireless digital communications, and to promote interoperability, in order to save lives and maximize effectiveness in both normal operations and emergency situations.		
Ohio Drug Law Enforcement Fund	December 1, 2018			
National Institute of Food and Agriculture-Community Food Projects Competitive Grant Program (CFPCGP)	December 2018	CFP intends to solicit applications and fund two types of grants. The types are entitled (1) Community Food Projects (CFP) and (2) Planning Projects (PP). The primary goals of the CFP are to: Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; Increase the self-reliance of communities in providing for the food needs of the communities; Promote comprehensive responses to local food access, farm, and nutrition issues; and Meet specific state, local or neighborhood food and agricultural needs including needs relating to: Equipment necessary for the efficient operation of a project; Planning for long-term solutions; or The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.	\$8,640,000 is available	
Food Insecurity Nutrition Incentive (FINI)	December 2018	Grant program supports project that increased the purchase of fruits and vegetables among low-income consumers participating in the supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase.	21 million available	
Office of Criminal Justice Services (OCJS)	Dec. 2018	Family Violence Prevention and Services grants funds projects that assist units of local government develop and strengthen effective law enforcement and prosecution strategies and services to combat crimes against women.		
Ohio Environmental Education Fund	Electronic LOI due January 9; Applications due January 17, 2019	Local subdivisions of government, local schools, and school boards, non-profit organizations, for profit- organizations, and state agencies can apply for mini grants and general grants. Education projects targeting pre-school through university students and teachers, the general public, and the regulated community. 10% cash or in-kind match required.	\$500	
Public Humanities Grants	January 2019	Public Humanities Projects grants support projects that bring the ideas and insights of the humanities to life for general audiences. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history,	Planning grants up to \$40,000	

		literature, ethics, and art, or to address challenging issues in contemporary life. NEH encourages projects that involve members of the public in collaboration with humanities scholars or that invite contributions from the community in the development and delivery of humanities programming. This grant program supports a variety of forms of audience engagement.	Implementations grants \$50,000-\$400,000	
OCJS: Ohio Drug Law Enforcement Fund Grant	January 2019	The Ohio Drug Law Enforcement Fund will provide funding to defray expenses that a drug task force organization incurs in performing its functions related to the enforcement of the state's drug laws and other state laws related to illegal drug activity. Each applicant will need to demonstrate how their application meets the stated purpose of the fund.		
Distance Learning and Telemedicine Grant Program	TBD	Through The US Department of Agriculture, the Distance Learning and Telemedicine program helps rural communities use the unique capabilities of telecommunications to connect to each other and to the world, overcoming the effects of remoteness and low population density. For example, this program can link teachers and medical service providers in one area to students and patients in another.		
ODNR Division of Forestry: 2017 Volunteer Fire Assistance Grant	January 2019	The U.S. Department of Agriculture, Forest Service, through the Cooperative Forestry Assistance Act, has allocated funds to Ohio for the Volunteer Fire Assistance (VFA) Grant Program. These funds will be distributed to fire protection agencies on the basis of the Act and the federal guidelines. The grants are 50/50 matching reimbursement grants. This means a fire department that receives a grant must purchase the equipment prior to receiving reimbursement for 50% of the total project amount.	Up to \$10K	
Ohio Public Works Commission	Jan. 2019.	The OPWC provides financing for local public infrastructure improvements through both the State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP). SCIP is a grant/loan program for roads, bridges, water supply, wastewater treatment, storm water collection, and solid waste disposal. LTIP is a grant program for roads and bridges only.		

National Endowment for Humanities: Creating Humanities Communities	Feb, 2019	The Creating Humanities Communities program provides matching grants to help stimulate and proliferate meaningful humanities activities in states and U.S. territories underserved by NEH's grant making divisions and offices. Grantees will use the funds to establish and undertake new humanities program		
ODNR: Clean Ohio Trails Fund	February 2019	The Clean Ohio Trails Fund works to improve outdoor recreational opportunities for Ohioans by funding trails for outdoor pursuits of all kinds. Local governments, park and joint recreation districts, conservancy districts, soil and water conservation districts, and non-profit organizations are eligible. Eligible projects include: Land acquisition for a trail, trail development, trailhead facilities, engineering and design		
Ohio EPA Grants Liter and Prevention Grants: <i>Community Development</i>	February 2019	Community Development Grants allow Ohio communities to support and expand community recycling and litter prevention efforts. Grants provide funding for equipment to support recycling collection and materials processing. Those eligible to apply include municipal corporations, counties, townships, villages, state colleges or universities, solid waste management districts and authorities, park districts, health districts, statewide recycling and litter prevention trade associations, non-profit organizations and state agencies. The grant requires 50 percent matching funds to be available and spent on the approved project. The grant period is 12 months in duration	\$3,000-\$250,000	
Ohio EPA Grants Ohio EPA Grants Liter and Prevention Grants: : <i>Liter Management</i>	February 2010	Litter Management Grants allow Ohio communities, local government agencies and non-profit organizations to support litter and tire amnesty collection projects. Additionally, grant funding is available to support Keep Ohio beautiful (KOB) Communities and KOB activities. Grant proposals must include an actual clean-up activity to take place on public land or public waterways. The applicant must include a commitment to provide 10 percent matching funds. The grant period is 12 months in duration.	Grants are provided from \$500 to up to \$90,000	
Ohio EPA Grants Liter and Prevent Grants: <i>Scrap Tire Grants</i>	February 2019	Scrap Tire Grants provide financial assistance to Ohio's businesses, communities and non-profit organizations to convert manufacturing operations to accept scrap tire material, expand tire processing operations or utilize scrap tire material in civil engineering construction projects or manufactured products. Businesses or non-profit organizations must secure a local	Grants are provided from \$350,000-\$200,000	

		government sponsor to serve as the grant applicant. Applicants must commit to providing 100 percent matching funds. The grant has a maximum duration of 24 months.		
Ohio EPA Grants Liter and Prevention Grants: <i>Recycling Market Development Grants</i>	February 2019	Market Development Grants are offered to Ohio businesses and non-profit organizations that propose to create equipment infrastructure for successful markets of recyclable materials and related products. Applicants must be sponsored by an eligible governmental agency who will serve as the grant applicant and a pass-through agency for documenting and receiving funds. The applicant must include a commitment to provide 100 percent matching funds. The grant has a maximum duration of 24 months.	\$250,000 awarded per project category	
NEA Art Works-Design	SF-424 due February 2019 Proposal due February 2019	Reviewing form for RPC for submission of the planning, development, printing of Architectural guidelines for Portage County	\$10,000-\$100,000 matching funds	
FEMA Fire Prevention and Safety Grants	March 2019	The Fire Prevention and Safety (FP&S) Grants are part of the Assistance to Firefighters Grants (AFG) and support projects that enhance the safety of the public and firefighters from fire and related hazards. The primary goal is to reduce injury and prevent death among high-risk populations. In 2005, Congress reauthorized funding for FP&S and expanded the eligible uses of funds to include Firefighter Safety Research and Development.	TBD	
LOWES Charitable and Educational Foundation Grants	March Based on last year	Grants used to help build better communities by providing monetary assistance to nonprofits and municipalities looking for support of high-need projects such as: building renovations/upgrades, grounds improvements, technology upgrades and safety.	\$2,000-\$100,000 with most falling between \$10K-\$25K	
US Department of Health and Human Services Drug Free Communities Support Program	March 2019	Eligibility applicants are community-based coalitions addressing youth substance use that have previously received a DFC grant but experienced a lapse in funding or have concluded the first five-year funding cycle and are applying for a second five-year funding cycle.	\$125,000	
Alternative Fuel Vehicle Conversion Program	March 2019	Ohio General Assembly in June 2016 created a new Alternative Fuel Vehicle Conversion Grant program and set aside \$5 million to be awarded for converting or replacing diesel- and gasoline-powered large vehicles to run on alternative fuels. Grants would reimburse business owners of large	Up to \$400,000	

		diesel or gasoline vehicles weighing 26,000 pounds or more (class 7 and 8) for a portion of the cost of replacing or converting the vehicle to run on compressed natural gas (CNG), liquefied natural gas (LNG) or propane autogas (LPG), including bi-fueled or dual-fueled trucks that can run on both an alternative fuel and on gasoline or diesel fuel. Grants can also cover the cost of converting one or more eligible traditional fuel vehicles into alternative fuel vehicles. This is a reimbursement program and applicants must provide their own funding to cover expenses as they are incurred.		
Historic Preservation Tax Credit Program: Round 20	*Historic Documentat ion, (Part 1 & 2) Feb. 2019 by 5:00 *Application /Fee Submission Deadline: March 2019 by 5:00	The Ohio Historic Preservation Tax Credit Program provides a tax credit in order to leverage the private redevelopment of historic buildings. The program is highly competitive and receives applications bi-annually in March and September. <ul style="list-style-type: none"> ▪ SHPO Pre-App Request Deadline: February 1, 2018 ▪ Intent to Apply and SHPO Pre-Application Meeting Deadline: Feb. 15, 2018 	TBD	
CLG Grant-Ohio Historic Preservation Tax Credit Round 20	Requires a LOI by Feb. 2019 Application Submission Deadline: March 2019	The Ohio Historic Preservation Tax Credit Program provides a tax credit in order to leverage the private redevelopment of historic buildings. The program is highly competitive and receives applications bi-annually in March and September.		None
The Ohio Department of Public Safety Division of Emergency Medical Services	Due: April 1, 2018	Priority applications are for training of personnel and purchase of equipment; priority for paramedic training programs and those seeking accreditation. The EMS grant award year begins on July 1 and runs through June 30. There are six types of grants (Priorities 1 - 6) available. The amount awarded for each priority is determined by the State Board of Emergency Medical, Fire, and Transportation Services and by the amount of funds available during the award year. Grant applications are available by February 1st	TBD	
SFY 2018-2019 EMS Priority One and Supplemental Grants	Due by April 1, 2018	Grant recipients are required to meet all Ohio Administrative Code requirements to be eligible to receive funds from the State Board of Emergency Medical, Fire, and Transportation Services Grant Program.	TBD	
Ohio Emergency		The Division of EMS administers the Board Priority and Economic Hardship Grants Program under the		

<p>Medical Services: Board Priorities and Economic Hardship</p>	<p>April 1, 2018</p>	<p>direction of the State Board of Emergency Medical Fire, and Transportation Services, for the improvement and enhancement of EMS patient care in Ohio. Funding for the EMS grants program comes from fines levied in the State of Ohio for seatbelt violations.</p>	<p>TBD</p>	
<p>Ohio Emergency Medical Services: Training and Equipment Grants</p>	<p>April 1, 2018</p>	<p>The purpose of the State Board of Emergency Medical, Fire, and Transportation Services Grant Program, administered by the Ohio Department of Public Safety, Division of Emergency Medical Services, is to improve and enhance EMS and trauma patient care in Ohio through the provision of grant funding for equipment, training, and research. The funding source for the grant program is fines levied in the State of Ohio for seat belt violations.</p>	<p>TBD</p>	
<p>Ohio Department Of Public Safety Division Of Emergency Medical Services Emergency, Medical, Fire, & Transportation Services Board Research Grant Application Priority 2-5</p>	<p>April 1, 2018</p>	<p>Priority 2: Second priority shall be given to entities that research, test, and evaluate medical procedures and systems related to adult and pediatric trauma care.</p> <p>Priority 3: Third priority shall be given to entities that research the causes, nature, and effects of traumatic injuries, educate the public about injury prevention, and implement, test, and evaluate injury prevention strategies.</p> <p>Priority 4: Fourth priority shall be given to entities that research, test, and evaluate procedures that promote the rehabilitation, retraining, and reemployment of adult or pediatric trauma victims and social service support mechanisms for adult or pediatric trauma victims and their families.</p> <p>Priority 5: Fifth priority shall be given to entities that conduct research on, test, or evaluate one or more of the following: procedures governing the performance of emergency medical services in this state; the training of emergency medical service personnel; the staffing of emergency medical service organizations.</p>	<p>TBD</p>	
<p>Office of Criminal Justice Services: Residential Substance abuse Treatment Funding</p>	<p>April 2019</p>	<p>The goal of the RSAT Program is to break The cycle of drugs and violence by reducing the Demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs and assists offenders and their communities through</p>		

		the reentry process through the delivery of community-based treatment and other broad-based aftercare services. OCJS recommends applicants target high-risk offenders as program participants.		
Ohio Environmental Science and Engineering Scholarships	April 15, 2018	FT students majoring in environmental science, environmental engineering or related fields at Ohio colleges/universities can apply. Administered by the Ohio Academy of Science.	\$1250 for students in 2nd year of 2 yr. program; \$2,500 for students in 4/5 th years.	
FEMA SAFER grants	Opens March 26, 2018 Due: April 27, 2018	The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).	TBD	
Ohio Emergency Medical Grants 2018-2019 EMS Priority 2-5 Research RFP Opportunities	Grants Due by April 16, 2018	First priority shall be given to emergency medical service organizations for the training of personnel, for the purchase of equipment and vehicles, and to improve the availability, accessibility, and quality of emergency medical services in this state. In this category, the board shall give priority to grants that fund training and equipping of emergency medical service personnel. Priority 2-5 Research RFP Opportunities -Ohio Trauma System Assessment-Project 1 RFP -Ohio Trauma System Assessment-Project 2 RFP -Ohio Trauma System Assessment-Project 3 RFP -Comprehensive Assessment of Post-Acute Care Resources for Trauma Patients RFP Assessment of Trauma Specific Education & Certification Resources RFP	TBD	
Preservation Assistance Grants or Smaller Institutions	May 5, 2018	Help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials. Applicants must	Up to \$6,000	

		draw on the knowledge of consultants whose preservation skills and experiences are related to the types of collections and the nature of the activities on which their projects focus. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings.		
Ohio Humanities: Quarterly Grants	Draft due May 15, 2018 Proposal due June 15, 2018	Ohio Humanities has 2 special funding opportunities available at all times: 1) Towards A Beautiful Ohio: Ohio Humanities is a 3 year initiative focusing on the environment. As part of this initiative, they seek to strategically invest in public conversations that address environmental issues from a humanities perspective. 2) Humanities and the Experience of War: Standing Tall In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life	\$2,001-5,000	
NEH- Common Heritage	May 31, 2018	America's cultural heritage is preserved not only in libraries, museums, archives, and other community organizations, but also in all of our homes, family histories, and life stories. The Common Heritage program aims to capture this vitally important part of our country's heritage and preserve it for future generations. Common Heritage will support both the digitization of cultural heritage materials and the organization of public programming at community events that explore these materials as a window on a community's history and culture. NEH especially welcomes applications from small and medium-sized institutions not previously supported.	\$20,000 Max	
Edward Byrne Memorial Justice Assistance Grant (JAG)	May 31, 2018	Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant Program allows states and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. Areas of support include: Multi-Jurisdictional Drug Task Forces • Law Enforcement • Crime Prevention Programs • Adult & Juvenile Corrections, Community Corrections & Reentry Program • Courts, Defense, Prosecution, and Victim Services Programs • Cross-Agency & Cross-system Collaboration & Training Programs	TBD	
Violence Against Women	May 31, 2018	The Violence Against Women Act (VAWA) Program funds projects that assist units of local government develop and strengthen effective law enforcement and prosecution strategies and	TBD	

		services to combat crimes against women.		
Ohio Public Works Small Government Program	2018 funding year due date is March 30, 2018. Next meeting May 10, 2018	The Small Government Commission provides grants and loans to villages and townships with populations in the unincorporated areas of less than 5,000 in population. Project applications are selected from those not funded through the District Integrating Committees for funding and are submitted by the Districts to compete on a statewide basis. The Commission meets at least once annually to review and approve the methodology, and to vote on the Program Administrator's recommended slate of projects. Additional meetings are held as necessary. Meetings are held at the offices of the <u>Ohio Water Development Authority</u> . ***All applicants are required to have a Small Government Engineer's Plan Status Certification	The current annual allocation is \$17.5 million.	
Ohio Public Works Commission Small Government Program (SGP) Emergency Program (EP) Local Transportation Program (LTP)	May 2018 meeting	OPWC administer the State Capital Improvement Program. Through the State Capital Improvement Program (SCIP) the State uses its general revenues as debt support to issue general obligation bonds up to \$175 million in fiscal years 2017 to 2021 and \$200 million in fiscal years 2022 to 2026. Eligible applicants are counties, cities, villages, townships, and water and sanitary districts. Eligible projects are for improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities. Funding is provided through grants, loans, and loan assistance or local debt support. Grants are available for up to 90% of the total project costs for repair/replacement, and up to 50% for new/expansion. Loans can be provided for up to 100% of the project costs. Grant/loan combinations are also available. There is no minimum or maximum loan amount.	Up to \$175 million for all programs \$17.5 million for SGP \$3.5 million for EP \$65 million for LTP	
Lake Erie Protection Fund	May 9, 2018	Small grants for research and on the ground projects aimed at protecting, preserving, and restoring Lake Erie or its tributary watersheds in Ohio. Focuses on projects that lead to better management decisions for both environmental protection and economic development. Special grant projects considered. Support through donations or license plate.	Up to 50,00- with most grants averaging about \$15,000	
Ohio Traffic Safety Office	FFY 2019 Traffic Safety Grant Proposals due May 21, 2018.	Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction. Each proposal should focus on one or more of these issues: alcohol/drug-impaired driving, occupant protection, and/or speed management. Grant proposals must show a clear correlation between the state-identified goals	TBD	

		and the countermeasure activities that are proposed.		
Development Services Agency-Alternative Fuel Transportation Program		The Alternative Fuels Transportation Program provides financial assistance to businesses, nonprofit organizations, school districts, or local governments for the purchase and installation of alternative fuel refueling, blending, or distribution facilities and terminals.	Loan Amounts from \$250,000 up to \$750,00	
NEH: Division of Public Programs, Digital Projects for the Public	June 6, 2018	Digital Projects for the Public-grants support projects that significantly contribute to the public's engagement with the humanities. Digital platforms—such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments—can reach diverse audiences and bring the humanities to life for the American people. The program offers three levels of support for digital projects: grants for Discovery projects (early-stage planning work), Prototyping projects (proof-of-concept development work), and Production projects (end-stage production and distribution work). While projects can take many forms, shapes, and sizes, your request should be for an exclusively digital project or for a digital component of a larger project.	between \$30,000-\$100,000	
Cops-community-policing-development-2018	Anticipated date June 7, 2018	USDOJ-COPS-This solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and institution of higher education and nonprofit institutions are encouraged. Except where otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.	Up to \$10M available for program	

CDBG REPORT
July, 2018
Work Through June, 2018

2015 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$304,000 - (September 1, 2015 – October 31, 2017)

Neighborhood Facility/Community Center – Mantua Township Elevator – \$75,000

The Mantua Restoration Society, Inc. mission is to seek and develop funding to preserve historic buildings and sites in order for them to be vibrant, integral parts of Township government and civic life.

The 2-1/2 story building located at 11741 Mantua Center Road (formerly the Mantua Center School) was constructed in 1914 and was recently placed on the National Register of Historic Places. The building is currently being occupied by the Township Zoning Inspector and the Fiscal Officer. The annex portion (former gym/cafeteria) of the building is rented out almost every night to agencies/organizations.

At this time, persons who rely on wheelchairs to get around are only able to access the annex portion of the building. Funds are being requested to remove the barriers that exist for elderly and handicapped individuals that prevent them from entering the Mantua Township Administration and the Community Building's main building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the historic building the entire community can use it and it would be more attractive too for profit and non-profit entities that are looking for a place to set up their business.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$130,000. Mantua Township Trustees, Mantua Restoration Society, Inc. has agreed to leverage \$55,000 of their funds to complete the project.

Installation of the elevator has been completed by Canton Elevator; however, the Township needs to have the required fire alarm/elevator monitoring devices installed. The contractor has completed the punch list items for the lobby. The contractor will contact the State to request the inspection once the Township completes the required fire alarm/elevator monitoring devices is installed.

Neighborhood Facility/Community Center – Franklin Township Hall ADA - \$35,000

Franklin Township took ownership of the building (formerly the Franklin Silk Company) located at 218 Gougler Avenue, Kent in 1840. The building has been the site of the township government since that time. The building was placed on the National Register of Historic Places in 1975.

The meeting room is nearly the entire second floor of the building and is accessible only by a spiral staircase or the fire escape on the outside of the building. Unfortunately, this makes the meeting room inaccessible to the elderly or handicapped. For this reason, meetings are held in a small conference room downstairs that only holds about 20 chairs for citizens or interested parties. This is rarely enough and people must stand in the hallway outside of the room and try to hear what is going on in the meeting.

The Zoning Commission, the Board of Zoning Appeals as well as the Board of Trustees meet for major concerns several times each month. Although the building is located in the City of Kent, the meetings are attended by the residents who live in Franklin Township. The Zoning Commission, Board of Zoning Appeals and Trustees meetings all have a large audience of interested senior citizens that are interested in the township happenings and many cannot attend because there is not enough room.

In an effort to remove the barriers to the elderly and handicapped individuals, funds will be used to place a lift type of elevator in the downstairs corner by the parking lot in order to not disturb the historical status of the building.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$73,000. Franklin Township Trustees has agreed to leverage \$38,000 of their funds to complete the project.
WORK COMPLETED

Historic Preservation/Phoenix II Roof Replacement - \$44,200

The second phase (111 & 113 East Main Street) of the Phoenix Building is estimated to cost 1.3 million dollars. Interior work including the construction of six new apartments on two floors cannot move forward until the 6,000 square foot roof has been replaced. The roof has been found to be structurally unsound. Some temporary patches have been applied to address major leaks, but are not expected to hold for long. Even with treatment, water filtration is affecting the interior spaces.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$133,963. Coleman Professional Services has agreed to leverage \$89,963 of their funds to complete the project.
WORK COMPLETED

Parks and Recreation Facilities/McElrath Neighborhood Ballfield - \$39,000

The McElrath Improvement Corporation (MIC) has been in existence for over 40 years with the mission to improve the living conditions and to expand economic opportunities in the McElrath Community. Over the years MIC has been involved with countless projects and activities to assist McElrath residents and improve the neighborhood image.

In 2002-2003, with assistance of the Portage County Commissioners, Leadership Portage County, Community Action Council, the Baseball Tomorrow Fund and others MIC was able to build neighborhood baseball fields for use by all residents on property located at 3770 Richardson Street owned by or donated by to MIC for such uses. Since that time using

volunteers and community organizations, MIC has struggled to maintain the concession stands and baseball fields so that they can be utilized to the maximum capacity.

All funding is generated by small fundraisers, revenues from concession stand sales and donations from the community.

Funding is requested to make needed repairs to the concession stands and restrooms and to repair the actual baseball fields through the purchase of screened top soil.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$39,000. **WORK COMPLETED**

Parking Facilities/Garrettsville Parking Lot - \$50,000

A fire in the historical, commercial district of the Village of Garrettsville destroyed an entire block of buildings on March 22, 2014. The fire has left the entire block in rubble creating a blight to the area. Thirteen businesses were displaced by the fire and more than 15 other businesses in the Village are believed to have been harmed from the decrease in customer traffic.

Funds are being requested to remove and pave the existing parking lot and to create an entrance to the parking lot located parallel to Main Street in the historic, commercial district in the Village of Garrettsville in order to eliminate a blight to the area to benefit 1,410 persons.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$156,688. The Village of Garrettsville has agreed to leverage \$109,688 of their own funds to complete the project.

WORK COMPLETED

Fair Housing - \$7,000

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent. **WORK COMPLETED**

Administration and Implementation of the CDBG Grant - \$53,800

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

OCD monitored the grant on January 11, 2018 and we received the monitoring report on March 26, 2018. Portage County received five findings and two advisories due to the administration of the Critical Infrastructure Grant by Neighborhood Development Services. A response to the findings was submitted to OCD by the County CEO.

2016 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$330,000 - (September 1, 2016 – October 31, 2018)

Neighborhood Facilities/Community Center (Windham Community Center) - \$121,400

The Windham Village Community Center is in need of repairs. The following repairs are proposed:

- Replace the existing failing asphalt roof with a new metal roof system.
- Replace the gutter and downspouts.
- Paint the exterior and replace the existing siding.
- Add 3 new ADA compliant exterior decks for ingress and egress.
- Add new security lighting.

The Community Center is located at 9647 East Center Street and is in an area considered to be 65% Low-Moderate Income.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$121,400. **WORK COMPLETED**

Neighborhood Facilities/Community Center (Mantua Center School) - \$36,800

Phase 1 consisted of the purchase and installation of an elevator to remove the barriers to elderly and handicapped individuals using the Mantua Township Administration and Community Building (former Mantua Center School). At this time persons who rely on wheelchairs to get around are only able to access the annex portion of the building.

Phase 2 will construct a slightly inclined walkway that leads from the handicapped accessible parking spots to the elevator as well as an entrance lobby to the elevator. One edge of the walkway will abut the building and other will abut a brick retaining wall. Without the walkway to the elevator, elderly and handicapped individuals will be prevented from entering the Mantua Township Administration and Community Building's main building. The entrance lobby will serve to keep people out of the elements as they are entering or leaving the elevator.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$36,800. **WORK COMPLETED**

Neighborhood Facilities/Community Center (Coleman Adult Day Services) - \$26,700

Coleman Adult Day Services has high lighting needs. This helps to ensure safety at the facility, including minimizing the risk of falls for older clients with failing eyesight. Nurses need to be able to read instructions on medication and make careful observations of clients.

CDBG funds will be used to replace 215 lights of 21 different types located throughout the building, exterior walkways and parking. The Adult Day Services is located at 6695 North Chestnut Street in the City of Ravenna. Replacement of both incandescent and fluorescent

lighting with LED lighting can greatly reduce both electricity bills and a buildings carbon footprint.

The request would serve a population comprised of approximately 130 adults with physical, cognitive or development disabilities and their care givers annually.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$26,735.

The specifications are being prepared for the RFP.

Public Facilities - \$63,100 + the City of Ravenna will contribute \$6,816

CDBG funds will be used to provide ADA handicap accessibility in LMI residential areas by installing and upgrading 45 curb ramps and 2073 linear feet of sidewalk to ADA Standards along Highland Avenue to Central Avenue as well as along Prospect Street to Summit Street in the City of Ravenna.

The project is located in Census Tract 6008, Block Group 3 which is considered to be 54% LMI and will benefit 34 persons.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$69,916. The City of Ravenna will contribute \$6,816. **WORK COMPLETED**

Fair Housing - \$7,000

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent.

There were 2 requests for assistance received in June.

Administration - \$55,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

2018 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$486,000 (September 1, 2018 – October 31, 2020)

The Commissioners recommended the following projects to be submitted to the State:

#	Agency/Organization	Grant Request	Other Funds	Project
1	Portage Private Industry Council	\$77,400	\$41,100	Run a waterline that will enable the Ravenna Head Start Facility to provide services to children and

				<i>families in both Head Start and Early Head Start.</i>
2	<i>City of Ravenna</i>	<i>\$133,300</i>	<i>\$6,710</i>	<i>Replace 565 linear feet of 49-year old deteriorated concrete roadway between Franklin Street and North Diamond Street.</i>
3	<i>Family & Community Services</i>	<i>\$85,000</i>	<i>\$5,000</i>	<i>Replace 80-ton Trane Chiller system that provides air conditioning at 705 Oakwood Street, Ravenna.</i>
4	<i>Coleman Professional Services</i>	<i>\$38,100</i>	<i>0</i>	4155 State Route 14, Edinburg: <i>Replace dishwasher, hot water tank, kitchen sink/faucet, Replace tub/shower, sinks and faucets in both bathrooms, Install grab bars in showers, Remove flooring and install plank flooring in the living area and bedrooms, Install new plywood decking on the ramp/porch. 5982 Rhodes Road, Franklin Township: Ramp/ Deck repairs</i>
5	<i>Windham Township</i>	<i>\$55,000</i>	<i>0</i>	<i>Demolition and asbestos abatement of an old church located at 10352 Silica Sand Road, Windham Township.</i>
TOTAL		\$388,800	\$15,810	

Total Allocation: \$486,000

RPC Administration: Up to \$87,200

Fair Housing: \$10,000

Left to Allocate (Up to 6 Projects): \$388,800

The 2018 CDBG Allocation Grant Public Hearing was held on June 7, 2018 and the grant application was submitted on June 15, 2018.

2018 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$500,000 – Application Pending

Flood and Drainage Facilities - \$68,400 (CDBG)

It is anticipated that 1,750 LF of curb will be replaced, 6 catch basin and 3 manholes replaced along Vine and Gill Street in the City of Ravenna.

Water Facility Improvements - \$369,500 (CDBG) + \$30,000 (Ravenna City)

The waterlines along Vine and Gill Street have experienced 14 breaks in the last 25 years. These breaks are mostly due to corrosion of the cast iron with which the lines were constructed. It is anticipated that 1,550 LF of waterlines will be replaced. The 1 fire hydrant is insufficient for fire protection and the low pressure is likely due to the corrosion. One fire hydrant will be removed and 3 fire hydrants will be installed.

Sidewalk Improvements - \$18,800 (CDBG)

There are numerous deteriorated and uneven sidewalk sections along Vine and Gill Street that exceed the threshold for ADA accessibility. Two of the curb ramps do not meet ADA accessible guidelines and need upgrading. It is anticipated that 575 LF of 4" sidewalk and 150 LF of 6" sidewalk will be replaced.

Street Improvements - \$13,300 (CDBG) + \$48,800 (Ravenna City Paving Funds)

The roadways were last resurfaced in 2006 and thus have met their 12 year anticipated lifespan. It is anticipated that 882 LF of asphalt resurfacing will be done on Vine Street and 622 LF of chip and seal resurfacing will be done on Gill Street.

Administration - \$30,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

Staff received notification from OCD on May 29, 2018 that deficiencies were found in the application and therefore was not funded. Staff met with the Commissioners on May 31st to get permission to re-submit the grant application.

The public hearing was held on June 14, 2018 and the application was resubmitted to OCD on June 15, 2018.

2017 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$285,700 (Application Pending)

Sidewalk Improvements - \$30,500 (CDBG)

It is anticipated that 752 LF of sidewalks will be replaced and 3 ADA ramps will be replaced and spot curb repairs will be completed, which provide ADA access along Bauer Avenue.

Street Improvements - \$124,600 (CDBG) + \$30,000 (Windham Village)

It is anticipated that 752 LF of roadway base will be rebuilt up to the subgrade and the roadway rebuilt with 6" of stone and 6" of asphalt.

Water Facility Improvements - \$110,600 (CDBG)

Approximately 752 LF of waterline will be replaced including service and fire hydrants along Bauer Avenue.

Administration - \$20,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

Staff received notification from OCD on May 29, 2018 that deficiencies were found in the application and therefore was not funded.

Staff met with the Commissioners on May 31st to get permission to re-submit the grant application.

The public hearing was held on June 14, 2018 and the application was resubmitted to OCD on June 15, 2018.

**PORTAGE COUNTY RPC
FINANCIAL STATEMENT
June 30, 2018**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 79,783.31	<-- June 1st-->	\$ 34,861.79	<-- Jan. 1st
Total All Receipts	\$ 51,661.44		\$ 263,713.72	
Total All Expenditures	\$ 44,093.93		\$ 211,224.69	
Ending Cash Balance	\$ 87,350.82	<-- June 30th -->	\$ 87,350.82	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	230,775.00	43,182.04	150,982.59	1,494.31	79,792.41	65%
Subdivisions	11,000.00	920.00	13,420.00	-	(2,420.00)	122%
IGR's	100.00	-	-	-	100.00	0%
Copies/Misc.(community over hrs)	1,000.00	110.30	2,253.83	102.65	(1,253.83)	225%
Publications	-	-	-	-	-	0%
Grant (State)	-	-	-	-	-	0%
Rental Income	20,400.00	650.00	7,000.00	600.00	13,400.00	34%
Contracts	28,000.00	182.09	17,660.75	10,113.77	10,339.25	63%
Contract Portage County	37,500.00	6,402.71	15,662.95	2,968.74	21,837.05	42%
Annual Contribution	70,000.00	-	55,000.00	-	15,000.00	79%
Refund/Reimbursement	2,000.00	214.30	1,733.60	135.38	266.40	87%
Donation	-	-	-	-	-	-
TOTAL REVENUE	400,775.00	51,661.44	263,713.72	15,414.85	137,061.28	66%
January 1, 2018 Unencumbered						
Cash Balance	34,861.79					
TOTAL CERTIFICATE OF RESOURCES	435,636.79					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	243,760.00	26,365.65	129,301.20	-	114,458.80	53%
3 PERS	38,616.00	3,691.22	17,995.94	-	20,620.06	47%
3 Medicare	3,999.00	361.57	1,781.83	-	2,217.17	45%
3 Workers Comp	5,517.00	448.23	2,198.17	-	3,318.83	40%
3 Health Insurance	73,700.00	8,104.58	36,682.87	-	37,017.13	50%
4 Contract Services	2,364.00	199.99	1,200.93	599.07	564.00	76%
4 Travel/Training	3,000.00	15.70	63.26	61.78	2,874.96	4%
4 Dues	590.00	-	625.99	-	(35.99)	106%
4 Publications	400.00	-	195.00	-	205.00	49%
4 Utilities	10,350.00	821.54	5,180.31	2,523.19	2,646.50	74%
4 Advertising	300.00	-	10.55	89.45	200.00	33%
4 Telephone	1,500.00	183.30	550.05	-	949.95	37%
4 Postage	1,601.00	350.00	750.00	500.00	351.00	78%
4 Repairs	2,200.00	240.00	1,501.00	359.00	340.00	85%
4 Maint/Custodial Contract	2,600.00	210.00	1,207.50	722.50	670.00	74%
4 Equip/Copier Rental	3,550.00	242.86	1,825.94	824.06	900.00	75%
4 Professional & Technical Services	2,528.00	1,500.00	1,500.00	-	1,028.00	59%
4 Audit Services	5,000.00	20.50	41.00	4,959.00	-	0%
4 Computer Services	1,200.00	-	257.27	200.00	742.73	38%
4 Legal Services	10,000.00	833.33	5,000.02	-	4,999.98	50%
4 Insurances (Bldg & Bonds)	-	-	-	-	-	0%
5 Supplies	3,500.00	447.74	1,140.42	600.02	1,759.56	50%
5 Photocopying/Printing	2,200.00	57.72	1,040.44	286.56	873.00	60%
5 Equipment/Software	-	-	-	-	-	0%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
7 Refund/Reimbursement	1,175.00	-	1,175.00	-	-	0%
8 Debt Service (Loan)	-	-	-	-	-	0%
TOTAL 2017 EXPENDITURES	419,650.00	44,093.93	211,224.69	11,724.63	196,700.68	53%
2017 Carryover Encumbrances						
4 Custodial Contract	-	-	-	-	-	0%
Total 2016 Encumbrances	-	-	-	-	-	-
GRAND TOTAL	419,650.00	44,093.93	211,224.69	11,724.63	196,700.68	

CDBG FUNDS
06/30/18

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Formula 2016 Grant (BF-16)	21,132.32	-	14,001.32	7,131.00
	-	-	-	-
TOTAL	21,132.32	-	14,001.32	7,131.00

06/30/18

2016 Formula Grant

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
BF16 Windham Community Center Rehab	\$ 121,400.00	\$ 10,438.88	\$ 125,914.46	\$ (4,514.46)	\$ -	\$ 121,400.00	\$ -
(01) Fair Housing Program (County)	\$ 7,000.00	\$ 300.84	\$ 6,573.99	\$ 426.01	\$ -	\$ 7,000.00	\$ -
(02-1) General Administration	\$ 55,000.00	\$ 129.60	\$ 53,969.91	\$ 1,030.09	\$ -	\$ 55,000.00	\$ -
(02-2) Ravenna City Sidewalk replacement	\$ 63,100.00	\$ -	\$ 63,100.00	\$ -	\$ -	\$ 63,100.00	\$ -
(03) Mantua Center School	\$ 36,800.00	\$ 3,132.00	\$ 31,610.64	\$ 5,189.36	\$ -	\$ 36,800.00	\$ -
(04) Coleman Adult Day Svcs. Lights	\$ 26,700.00	\$ -	\$ -	\$ 26,700.00	\$ -	\$ 5,000.00	\$ 21,700.00
(05) Return to Grantor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 310,000.00	\$ 14,001.32	\$ 281,169.00	\$ 28,831.00	\$ -	\$ 288,300.00	\$ 21,700.00

Grant Period 09-01-16/10-31-18

LGIP Fund 8520
06/30/18

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LGIP Parks & Rec/Plan	164.88	-	8.35	156.53
TOTAL	164.88	-	8.35	156.53

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 44,500.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ 44,500.00	\$ -
Administration Park District	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Copies/Printed Materials	\$ 500.00	\$ 8.35	\$ 343.47	\$ 156.53	\$ -	\$ 500.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 50,000.00	\$ 8.35	\$ 44,843.47	\$ 5,156.53	\$ -	\$ 45,000.00	\$ 5,000.00

SBIG
20160609

Grant period 5-19-16/5-19-18
Extension requested 1-31-18
Extension granted 12-31-18

LGIP Fund 8520
06/30/18

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LGIP Parks & Rec/Plan	164.88	-	8.35	156.53
TOTAL	164.88	-	8.35	156.53

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 44,500.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ 44,500.00	\$ -
Administration Park District	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Copies/Printed Materials	\$ 500.00	\$ 8.35	\$ 343.47	\$ 156.53	\$ -	\$ 500.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 50,000.00	\$ 8.35	\$ 44,843.47	\$ 5,156.53	\$ -	\$ 45,000.00	\$ 5,000.00

SBIG
20160609

Grant period 5-19-16/5-19-18
Extension requested 1-31-18
Extension granted 12-31-18



Certified Public Accountants, A.C.

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
PORTAGE COUNTY
Agreed-Upon Procedures
For the Years Ended December 31, 2017 and 2016**

313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market St.,
Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave.,
Suite 300
Cambridge, OH 43725
740.435.3417

www.perrycpas.com

PORTAGE COUNTY REGIONAL PLANNING COMMISSION
PORTAGE COUNTY

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	1

DRAFT



Certified Public Accountants, A.C.

www.perrycpas.com

313 Second St.
Marietta, OH 45750
740.373.0056

1807 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market Street, Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave., Suite 300
Cambridge, OH 43725
740.435.3417

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

June 29, 2018

Portage County Regional Planning Commission
Portage County
124 North Prospect Street
Ravenna, OH 44266

We have performed the procedures enumerated below, which were agreed to by the Regional Planning Commission Board and the management of **Portage County Regional Planning Commission**, Portage County (the Commission) and the Auditor of State on the receipts, disbursements and balances recorded in the Commission's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Commission. The Commission is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Commission. The sufficiency of the procedures is solely the responsibility of the parties specified in this report.

Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This report only describes exceptions exceeding \$10.

Cash

1. Portage County (the County) is custodian for the Commission's deposits and therefore the County's deposit and investment pool holds the Commission's assets. We compare the Commission's fund balances reported on its December 31, 2017 Combined Statement of Receipts Disbursements and Changes in Fund Balances to the balances reported in the Portage County's records. We noted the amount reported by the Commission was \$663 less than compared to the County due to the Commission improperly excluding the beginning fund balance of a Special Revenue Fund on the financial statements.

www.perrycpas.com

Tax • Accounting • Audit • Review • Compilation • Agreed Upon Procedures • Consultation • Bookkeeping • Payroll • IT/Equity Support • Financial Investigations
Members: American Institute of Certified Public Accountants
• Ohio Society of CPAs • Ohio Valley Society of CPAs • Association of Certified Fraud Examiners • Association of Certified Anti-Money Laundering Specialists •

Cash (Continued)

2. We agreed the January 1, 2016 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances Report to the December 31, 2015 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances Report to the December 31, 2016 balances in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances Report. The January 1, 2017 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances did not agree to the December 31, 2016 balances due to the Commission not properly rolling forward the December 31, 2016 ending balances, causing an understatement of \$663 in the LGIP Special Revenue Account. We noted no other exceptions.

Fees Charged to Subdivisions

1. We haphazardly selected two receipts of the fee charged to a participating subdivision from the year ended December 31, 2017 and two receipts of the fee charged to a participating subdivision from the year ended 2016 recorded in the duplicate cash receipts book and determined whether the:
 - a. Agreed the receipt amount to the amount recorded in the Cash Receipts Journal. The amounts agreed.
 - b. Confirm the amounts charged complied with rates in force during the period. We found no exceptions.
 - c. Inspected the Cash Receipts Journal to determine the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.
2. We obtained a list of the participating political subdivisions for 2017 and 2016. We inspected Cash Receipts Journal to determine whether it included the proper number of receipts for Membership Dues for 2017 and 2016. We observed that there were 33 participating political subdivisions for 2017 and 33 such receipts posted. For 2016 we observed that there were 33 participating political subdivisions and 33 such receipts posted.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all receipts from the State Distribution Transaction Lists (DTL) from 2017 and all receipts from 2016. We also selected the all receipts from the Portage County Account Inquiry Report from 2017 and all from 2016.
 - a. We compared the amount from the above reports to the amount recorded in the General Journal. The amounts agreed.
 - b. We inspected the General Journal to determine that these receipts were allocated to the proper funds. We found no exceptions.
 - c. We inspected the General Journal to determine whether the receipts were recorded in the proper year. We found no exceptions.

Debt

1. From the prior audit documentation, we observed the following loans were outstanding as of December 31, 2015. These amounts agreed to the Commission's January 1, 2016 balances on the summary we used in procedure 3.

Issue	Principal outstanding as of December 31, 2015:
General Obligation Notes – Loan 1	\$147,385.55
General Obligation Notes – Loan 2	\$77,540.52

Debt (Continued)

2. We inquired of management, and inspected the Cash Receipts Journal and Cash Disbursements Journal for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of loan debt activity for 2017 and 2016 and agreed principal and interest payments from the related debt amortization schedules to General Fund payments reported in the Cash Disbursements Journal. We also compared the date the debt service payments were due to the date the Commission made the payments. We found no exceptions.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Detail Check Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Check Report to supporting documentation (timecard or legislatively-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also confirmed the payment was posted to the proper year. We found no exceptions.
2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm remittances were timely charged by the fiscal agent 2016, and if the amounts charged agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding, period of 2017. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2018	December 29, 2017	\$2,445.95	\$2,445.95
State income taxes	January 31, 2018	December 29, 2017	\$472.03	\$472.03
School district tax	January 31, 2018	December 29, 2017	\$536.29	\$536.29
OPERS retirement	January 30, 2018	January 24, 2018	\$5,373.57	\$5,373.57

3. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Detail Check Report:
 - a. Accumulated leave records
 - b. The employee's pay rate in effect as of the termination date
 - c. The Commission's payout policy

The amount paid was consistent with the information recorded in a. through c. above.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Cash Disbursements Journal the year ended December 31, 2017 and ten from the year ended 2016 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the Cash Disbursements Journal and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.

Other Compliance

Ohio Rev. Code Section 117.38 requires these commissions to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the Commission's deadline where the initial filing was filed on time but incomplete. We confirmed the Commission filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the year ended December 31, 2017 and 2016 in the Hinkle system. There were no exceptions.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Commission's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is to provide assistance in the evaluation of the Commission's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio



Certified Public Accountants, A.C.

www.perrycpas.com

June 29, 2018

Portage County Regional Planning Commission
Portage County
124 North Prospect Street
Ravenna, OH 44266

To the Regional Planning Commission Board:

Enclosed you will find a "draft" copy of the **Portage County Regional Planning Commission, Portage County Agreed-Upon Procedures** report.

Please review the report and feel free to call if you have any questions or concerns.

We will need the following enclosed items signed by the individuals noted on the applicable forms and returned to us as soon as possible:

- Management Representation Letter
- Post-Engagement Waiver Form (if applicable)

Your report cannot be finalized and submitted to the Auditor of State's Office for final approval and release until we receive these documents from you, therefore we ask you to have them signed and returned to us as soon as possible.

If you elect to not waive the post-engagement conference and would prefer a formal post-engagement conference, please contact our office to make arrangements.

Thanks again for your assistance. If you should have any questions, concerns or we can be of additional assistance, please don't hesitate to give us a call at (740) 373-0056.

Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market Street, Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave., Suite 300
Cambridge, OH 43725
740.435.3417

www.perrycpas.com

Tax • Accounting • Audit • Review • Compilation • Agreed Upon Procedures • Consultation • Bookkeeping • Payroll • Client Support • Financial Investigations
Members: American Institute of Certified Public Accountants
• Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners • Association of Certified Anti-Money Laundering Specialists •



Certified Public Accountants, A.C.

www.perrycpas.com

313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market Street, Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave., Suite 300
Cambridge, OH 43725
740.435.3417

June 29, 2018

Portage County Regional Planning Commission
Portage County
124 North Prospect Street
Ravenna, OH 44266

To the Regional Planning Commission Board:

You have received a copy of the draft Agreed-Upon Procedures report for **Portage County Regional Planning Commission**, Portage County for the period of January 1, 2016 to December 31, 2017, and have, with the approval of the Regional Planning Commission Board, agreed to waive the post-engagement conference. If you would prefer a formal post-engagement conference, please contact our office to make arrangements. You have been informed that you have five working days from the date that you receive the draft report to respond to, or contest, in writing, the contents of the report.

This is a **draft copy** of the report and should not be quoted or published in any communication medium. The final report cannot be released until this form is signed and returned. Therefore, we would appreciate your promptness in this matter.

Please sign and return this waiver letter, and any written response, to our office. If you have any questions, please don't hesitate to call our office at 1-740-373-0056.

Perry & Associates CPAs A.C.

Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

We hereby agree to waive the post-engagement conference.

Executive Director

Evelyn Beeman
Office Manager

www.perrycpas.com

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedures - Consultation - Bookkeeping - Payroll - Litigation Support - Financial Investigations
Members: American Institute of Certified Public Accountants
• Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners • Association of Certified Anti-Money Laundering Specialists •

**Portage County Regional Planning Commission
Portage County
124 North Prospect Street
Ravenna, OH 44266**

June 29, 2018

Perry & Associates, CPA's, A.C.
313 Second Street
Marietta, OH 45750

Regarding your engagement to perform agreed-upon procedures related to evaluating certain receipts, disbursements and balances recorded in the **Portage County Regional Planning Commission**, Portage County, Ohio (the Commission) cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances, we confirm to the best of our knowledge and belief:

1. We assert that the financial and accounting records as of December 31, 2017 and 2016 that we have presented to you:
 - a. Accurately presents all actual and budgeted revenues and expenditures for the years then ended.
 - b. Accurately summarizes fund balances as of the years then ended.
 - c. Summarize compliance with select reporting and training requirements.
2. We are responsible for:
 - a. The subject matter and assertions.
 - b. Selecting the criteria and determining it is appropriate for our purposes.
 - c. Recording all receipts, disbursements and balances in the Commission's accounting system.
 - d. Complying with applicable laws and regulations.
3. We are responsible for determining that the procedures we applied were sufficient for our needs.
4. The Commission's financial records include all cash balances existing as of December 31, 2017 and 2016, and include all receipts and disbursements occurring during the years then ended.
5. You reported no findings for adjustment to us resulting from your procedures.
6. We have made available to you all records and documentation supporting the balances existing as of December 31, 2017 and 2016, and receipt and disbursement transactions occurring during the years then ended, and records related to compliance described in our report relating to those fiscal years.
7. We have no knowledge of any matters that would contradict the subject matter of the engagement or our assertions.
8. We have received no notification from regulatory agencies or others affecting the balances, transactions and compliance described in your report.
9. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Those charged with governance,
 - b. Management,
 - c. Employees who have significant roles in internal control, or
 - d. Others

10. To the best of our knowledge and belief, none of the Commission's employees or elected officials has any material direct or indirect financial interest in any transaction consummated with the Commission, other than compensation and expenses budgeted for such persons.
11. There are no material transactions that have not been properly recorded in the accounting records.
12. We have complied with all regulatory requirements from grantors.
13. We disbursed less than \$750,000 during the year in direct or pass-through Federal financial assistance.
14. The Commission has responded fully to your inquiries during the engagement.
15. We have not received any communications between the end of the period addressed within the AUP report and the date of the report that would affect the subject matter or the assertions provided.
16. We have considered the impact of having Agreed-Upon Procedures performed would have on entering into financing agreements.

Sincerely,

Handwritten signature of Todd Peetz in blue ink, consisting of stylized initials and a surname.

Executive Director, Todd Peetz

Handwritten signature of Evelyn Beeman in blue ink, written in a cursive style.

Office Manager, Evelyn Beeman

RESOLUTION

No. 18-07

RE: 2019 BUDGET FOR THE PORTAGE COUNTY REGIONAL
PLANNING COMMISSION

It was moved by _____ and seconded by
_____ the following Resolution be adopted:

WHEREAS: The Portage County Regional Planning Commission proposed budget for 2019 was on display for public viewing at the offices of the Portage County Regional Planning Commission and the Portage County Auditor on June 22, 2017 prior to the date of the public hearing; and

WHEREAS: A public hearing on the Portage County Regional Planning Commission proposed budget for 2019, as required by ORC 5705.30, was held on July 11, 2018 after being duly publicized on June 28, 2018 in a newspaper of general circulation; NOW THEREFORE BE IT

RESOLVED: That the Portage County Regional Planning Commission proposed budget for 2019 be and hereby is adopted and that 2 copies of this Resolution and 2 copies of the Portage County Regional Planning Commission proposed budget for 2019 be forwarded to the County Auditor; AND BE IT FURTHER

RESOLVED: That the Portage County Regional Planning Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this Resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

UPON CALL FOR VOTE BY J. DiPaola THE VOTE WAS AS FOLLOWS:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on July 11, 2018.

CHAIRMAN, RPC

SECRETARY

RESOLUTION

No. 18-07

RE: 2019 BUDGET FOR THE PORTAGE COUNTY REGIONAL
PLANNING COMMISSION

It was moved by _____ and seconded by
_____ the following Resolution be adopted:

WHEREAS: The Portage County Regional Planning Commission proposed budget for 2019 was on display for public viewing at the offices of the Portage County Regional Planning Commission and the Portage County Auditor on June 22, 2017 prior to the date of the public hearing; and

WHEREAS: A public hearing on the Portage County Regional Planning Commission proposed budget for 2019, as required by ORC 5705.30, was held on July 11, 2018 after being duly publicized on June 28, 2018 in a newspaper of general circulation; NOW THEREFORE BE IT

RESOLVED: That the Portage County Regional Planning Commission proposed budget for 2019 be and hereby is adopted and that 2 copies of this Resolution and 2 copies of the Portage County Regional Planning Commission proposed budget for 2019 be forwarded to the County Auditor; AND BE IT FURTHER

RESOLVED: That the Portage County Regional Planning Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this Resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

UPON CALL FOR VOTE BY J. DiPaola THE VOTE WAS AS FOLLOWS:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on July 11, 2018.

CHAIRMAN, RPC

SECRETARY

RESOLUTION

No. 18-07

RE: 2019 BUDGET FOR THE PORTAGE COUNTY REGIONAL
PLANNING COMMISSION

It was moved by _____ and seconded by
_____ the following Resolution be adopted:

WHEREAS: The Portage County Regional Planning Commission proposed budget for 2019 was on display for public viewing at the offices of the Portage County Regional Planning Commission and the Portage County Auditor on June 22, 2017 prior to the date of the public hearing; and

WHEREAS: A public hearing on the Portage County Regional Planning Commission proposed budget for 2019, as required by ORC 5705.30, was held on July 11, 2018 after being duly publicized on June 28, 2018 in a newspaper of general circulation; NOW THEREFORE BE IT

RESOLVED: That the Portage County Regional Planning Commission proposed budget for 2019 be and hereby is adopted and that 2 copies of this Resolution and 2 copies of the Portage County Regional Planning Commission proposed budget for 2019 be forwarded to the County Auditor; AND BE IT FURTHER

RESOLVED: That the Portage County Regional Planning Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this Resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

UPON CALL FOR VOTE BY J. DiPaola THE VOTE WAS AS FOLLOWS:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on July 11, 2018.

CHAIRMAN, RPC

SECRETARY

RESOLUTION

No. 18-08

AUTHORIZE THE PORTAGE COUNTY BOARD OF COMMISSIONERS TO SELL THE BUILDING LOCATED AT 122, 124, 126 AND 128 NORTH PROSPECT STREET RAVENNA, OHIO. THE BUILDING SHALL BE AUCTIONED WITH THE MINIMUM ACCEPTABLE BID OF TWO HUNDRED AND NINETY-NINE THOUSAND, NINE HUNDRED AND NINETY-NINE DOLLARS

It was moved by _____, seconded by _____ that the following resolution be adopted:

WHEREAS, the Portage County Regional Planning Commission has accepted the opportunity to move the Portage County Administration Building on the 6th Floor with no rent or utilities at this time while agreeing to meet our space requirements of 1,560 square feet; and

WHEREAS, that the Portage County Regional Planning Commission has had the building appraised by a professional commercial real estate appraiser Cronbaugh Appraisal LLC, and the valuation of the building was appraised at \$372,500.00; NOW THEREFORE BE IT;

RESOLVED: That the Portage County Regional Planning Commission authorizes the Portage County Board of Commissioners to auction the building at 122, 124, 126 and 128 North Prospect Street, Ravenna with the minimum qualifying or acceptable bid of \$299,999.00.

Upon call of the roll, vote was as follows:

YEAS _____ NAYS _____ ABSTENTIONS _____

I, Secretary of the Portage County Regional Planning Commission, do hereby certify that the foregoing is a true and correct copy of a resolution of the Portage County Regional Planning Commission duly adopted on July 11, 2018.

Jim DiPaola, Chairman

Todd Peetz, Secretary